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ABSTRACT

This occupational analysis data was assembled to help cosmetology instructors develop a course of study. Following a job description for a cosmetologist, the remainder of the content in standard task analysis format presents an analysis of twelve cosmetologist duties (tasks). Each of the twelve duties is broken down into its components (one or more sub-tasks) and for each sub-task the following are given: task statement; tools, equipment, materials, objects acted upon; steps; safety-hazards; decisions; cues; errors; science skills/concepts; math-number systems skills/concepts; and communications (includes performance modes, examples, and skills/concepts). The cosmetologist duties covered are managing the business and shop, maintaining the dispensary, sanitizing and sterilizing equipment, performing manicures and pedicures, performing skin care, performing scalp care, shampooing and rinsing hair, cutting and shaping hair, waving and relaxing hair, bleaching and coloring hair, styling hair, and caring for the wig. (EM)

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AN ANALYSIS OF THE COSMETOLOGY OCCUPATION

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PREFACE

This analysis was done to jog the memory of the experienced masters of our occupation. It was prepared with the idea that the instructor use it as a guide to curriculum development and not as a teaching instrument. It provides task analyses and references designed to aid the instructor in writing a course of study.

Cosmetologists throughout the state were given a list of 130 tasks done in the salon and asked to rank them according to how often they were performed. Due to the many and varied tasks confronting cosmetologists on an everyday basis, we could not handle all of this material in its proper sequence. We tried not to emphasize one or two duties, but to cover as many of the important tasks performed most frequently in the salon.

The writers of this analysis do not even begin to presume that the material presented is entirely complete or even without error, due partly to our ever changing field.

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JOB DESCRIPTION

After completion of 1500 hours of Cosmetology practice and study, the development of the student has been achieved in the world of his professional trade and his obligations pertaining to the trade.

These achievements are the important factors which develop employment and better understanding in the many skills in the field of Cosmetology.

These skills include: ethics, good grooming, poise, safety, accuracy, and professionalism. Civic and public relations are expected and carried out.

Duty A Managing Business and Shop

1 Greeting customers
2 Answer telephone
3 Schedule appointments (by telephone or direct contact)
4 Maintain customer's service record

(TASK STATEMENT) GREETING CUSTOMERS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Appointment book Service check Chair Styling station Patron	Review patron's name before she comes in or before you greet her Warm, sincere smile with greeting Call by name Help with coat Escort to station Hold chair steady Get or wait for instruction	Hold chair – patron may miss seat if chair swivels (especially senior citizen) Remove rubbers or galoshes
DECISIONS	**CUES**	**ERRORS**
Determine name Determine if styling chair swivels free or locks Decide to get instructor	Appointment book, guest check, another student, teacher, we all like to be called by name Look Patron anxiety	Not knowing name Not holding chair Not excusing yourself, not engaging in pleasant conversation while waiting

(TASK STATEMENT) GREETING CUSTOMERS

SCIENCE	MATH – NUMBER SYSTEMS

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking Observing	Polite, modulated voice, what service to be performed Patron anxiety Patron's needs	Clarity Making judgements

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(TASK STATEMENT) ANSWER TELEPHONE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Telephone Pencil Pen Appointment book Pad Telephone directory	Arrange desk Answer promptly Identify company Receive message Conversation close	Wet hands or hair – stormy weather

DECISIONS	CUES	ERRORS
Customer's attitude Customer's needs	Customer complaint Appointment book	Not answering on first or second ring Loud voice Improper grammar and slang use

(TASK STATEMENT) ANSWER TELEPHONE

SCIENCE	MATH – NUMBER SYSTEMS

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Voice tone	Clarity of speech and proper grammar

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(TASK STATEMENT) SCHEDULE APPOINTMENTS (BY TELEPHONE OR DIRECT CONTACT)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Telephone Pencil Pen Appointment book Pad Telephone directory	Telephone: Arrange desk Answer promptly Identify company Entrance approach to making appointment: Acknowledgement of appointment Write appointment in appointment book In case of direct contact, give patron information appointment card Closing	

DECISIONS	CUES	ERRORS
Appointment schedule Determine time of service for operator Patron's telephone number	Convience of openings Type of service Type of service, patron's history of not keeping appointment	Patron booked to close Patron booked to close Transpose number

(TASK STATEMENT) SCHEDULE APPOINTMENTS (BY TELEPHONE OR DIRECT CONTACT)

SCIENCE	MATH – NUMBER SYSTEMS
	Measurement: non-geometric – time

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Discourteous	Clarity of expression
Writing	Misspelled names, transpose numbers, illegible handwriting	Clarity of expression

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(TASK STATEMENT) MAINTAIN CUSTOMER'S SERVICE RECORD

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Index record drawer Pen Pencil Eraser Record card	Select record card from file Give record card to operator Receive record card from operator See that all information is recorded correctly File card in proper place	

DECISIONS	CUES	ERRORS
Type of record card Determine where to file	Service rendered Patron's name and service	Wrong card Wrong name and file drawer

(TASK STATEMENT) MAINTAIN CUSTOMER'S SERVICE RECORD

SCIENCE	MATH – NUMBER SYSTEMS

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Writing	Location of card Information on card	Organization in filing Outlining information

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Duty B Maintaining Dispensary

1 Select and order supplies

(TASK STATEMENT) SELECT AND ORDER SUPPLIES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Pad Pencil Price lists Catalogues	Take inventory Prepare invoice List needed supplies	Over/under ordering

DECISIONS	CUES	ERRORS
Determine amount needed Determine company Determine space	Inventory, operator needs Availability, price Limited/unlimited	Incomplete inventory Overpay, late order In calculating space needed

(TASK STATEMENT) SELECT AND ORDER SUPPLIES

SCIENCE	MATH – NUMBER SYSTEMS
	Measurement: non-geometric – liquid Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking Writing Listening Seeing/observing Reading	Order over phone Invoice To supplier Space to store supplies Catalogues – inventory	Terminology/general vocabulary Penmanship, spelling, description, terminology general vocabulary Make judgements Visual analysis Word recognition, number recognition, terminology

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Duty C Sanitizing and Sterilizing Equipment

1 Prepare a wet sterilizer
2 Prepare dry sterilizer
3 Sterilize metal implements
4 Sterilize electrical equipment
5 Sterilize combs and brushes
6 Sterilize curlers
7 Clean work area

(TASK STATEMENT) PREPARE A WET STERILIZER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Quaternary ammonium compound – 1:1000 strength "quats" Formalin 10 - 25% Receptacle with cover Water Measuring cups Stirrer	Gather materials Read manufacturer's instructions Mix quats or formalin according to desired: Active ingredient – 10% 12½% 15% Ounces – 1¼ oz. 1 oz. ¾ oz. Amount of H_2O – 1 gal. 1 gal. 1 gal.	Splashing Safety glasses

DECISIONS	CUES	ERRORS
Location of sterilizer Size of receptacle	Select a location where time and physical fatigue would be minimized Implements must be immersed	Failing to mix solutions with the necessary percentage of sterilization Receptacle too large or too small

(TASK STATEMENT) PREPARE A WET STERILIZER

SCIENCE	MATH – NUMBER SYSTEMS
Basic bacteriology, sterilization and sanitation Basic chemistry (elements, compound, mixtures, acids, bases, salts)	Measurement: non-geometric – time, temperature, liquid, dry

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading	Unsanitary combs and brushes Instructions on manufacturer's labels	Recognition of symbols Long term memory

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(TASK STATEMENT) PREPARE DRY STERILIZER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Airtight cabinet Fumigant container Formalin liquid or Formalin tablet Cotton or Borax Measuring spoons	Collect materials 1 tablespoon Borax or 1" cotton ball Place 1 tablespoon Borax or 1" cotton ball in fumigant container and add 1 tablespoon of Formalin or 1 Formalin tablet Place fumigant container in airtight cabinet	Dripping or spilling on skin Safety glasses

DECISIONS	CUES	ERRORS
Location of sterilizer	Select a location where time and physical fatigue would be minimized	Chemical burns on skin Selecting an ineffective cabinet causing contamination

(TASK STATEMENT) PREPARE DRY STERILIZER

SCIENCE	MATH – NUMBER SYSTEMS
Basic bacteriology, sterilization and sanitation Basic chemistry (elements, compounds, mixtures, acids, bases, salts)	Measurement: non-geometric – time, temperature, liquid, dry

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading	Unsanitary combs and brushes Instructions on manufacturer's labels	Recognition of symbols Long term memory

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(TASK STATEMENT) STERILIZE METAL IMPLEMENTS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Steel pusher Manicure nipper Manicure scissors Steel file Hair cutting scissors Hair cutting razor Hair cutting clippers Cotton 70% alcohol Soap solution	Collect dirty implements Rinse implements to remove dirt Wash implements in soap solution, Rinse Emerse manicure implements in 70% alcohol for twenty minutes Wipe hair cutting implements with piece of cotton saturated in 70% alcohol Wipe implements dry Store in dry sanitizer	Personal injury Contamination of solutions Spread of disease Moisture left on instruments
DECISIONS	**CUES**	**ERRORS**
Kinds of cleansers and germicides	Presence of dirt, hair in combs and brushes	Leaving moisture on implements causing rusting Cuts and abrasions from lack of handling instruments carefully Failure to follow steps of sanitation causing spread of diseases

(TASK STATEMENT) STERILIZE METAL IMPLEMENTS

SCIENCE	MATH – NUMBER SYSTEMS
Basic bacteriology, sterilization and sanitation Basic chemistry (elements, compounds, mixtures, acids, bases, salts)	Measurement: non-geometric – time, temperature, liquid, dry

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading	Unsanitary combs and brushes Instructions on manufacturer's labels	Recognition of symbols Long term memory

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(TASK STATEMENT) STERILIZE ELECTRICAL EQUIPMENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Electrical equipment Cotton – 2½" square 70% alcohol	Gather materials and disconnect equipment Roll cotton into ball in palms of hands Saturate cotton ball with 70% alcohol Wipe off electrical equipment with cotton ball Store equipment in proper place	Dropping equipment – breakage Handling equipment with wet hands – electrical shock and burns
DECISIONS	**CUES**	**ERRORS**
Kinds of cleansers and germicides	Presence of dirt, hair in combs and brushes	Failure to disconnect equipment from socket during cleaning

(TASK STATEMENT) STERILIZE ELECTRICAL EQUIPMENT

SCIENCE	MATH – NUMBER SYSTEMS
Basic bacteriology, sterilization and sanitation Basic chemistry (elements, compounds, mixtures, acids, bases, salts)	Measurement: non-geometric – time, temperature, liquid, dry

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading	Unsanitary combs and brushes Instructions on manufacturer's labels	Recognition of symbols Long term memory

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(TASK STATEMENT) STERILIZE COMBS AND BRUSHES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Hair remover tool Combs Brushes Quats solution Formalin solution Soap solution Towels	Make disinfectant quaternary ammonium compounds solution (quats solution) Make formalin solution, then soap solution Gather dirty combs and brushes Remove hair from combs and brushes Rinse combs and brushes Wash combs and brushes in soap solution Rinse combs and brushes Place in quats solution three to five minutes Rinse, then towel dry Place in brush dryer Store in sanitary cabinet	Contamination of solutions – spread of disease Safety glasses
DECISIONS	**CUES**	**ERRORS**
Kinds of cleansers and germicides	Presence of dirt, hair in combs and brushes	Failure to follow sanitary rules

(TASK STATEMENT) STERILIZE COMBS AND BRUSHES

SCIENCE	MATH – NUMBER SYSTEMS
Basic bacteriology, sterilization and sanitation Basic chemistry (elements, compounds, mixtures, acids, bases, salts)	Measurement: non-geometric – time, temperature, liquid, dry

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading	Unsanitary combs and brushes Instructions on manufacturer's labels	Recognition of symbols Long term memory

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(TASK STATEMENT) STERILIZE CURLERS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Sanitizing solutions Quats solution Soap solution	Make disinfectant quaternary ammonium compounds solution (quats solution) Make soap solution Gather dirty curlers Remove hair from curlers Rinse curlers Wash curlers in soap solution Rinse curlers Place in quats solution three to five minutes Rinse, then towel dry Place in dryer Store in sanitary cabinet	Contamination of solutions – spread of disease

DECISIONS	CUES	ERRORS
Kinds of cleansers and germicides	Presence of dirt, hair in curlers	Failure to follow sanitary rules

(TASK STATEMENT) STERILIZE CURLERS

SCIENCE	MATH – NUMBER SYSTEMS
Basic bacteriology, sterilization and sanitation Basic chemistry (elements, compounds, mixtures, acids, bases, salts)	Measurement: non-geometric – time, temperature, liquid, dry

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading	Unsanitary curlers Instructions on manufacturer's labels	Recognition of symbols Long term memory

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(TASK STATEMENT) CLEAN WORK AREA

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Cleaning cloths Detergent soap Antiseptic cleanser	Wash area in detergent solution Wipe area Spray with antiseptic cleanser Wipe with clean cloth	Spills on floor

DECISIONS	CUES	ERRORS
Detergent type	Stained areas	Allowing liquids to stand

(TASK STATEMENT) CLEAN WORK AREA

SCIENCE	MATH – NUMBER SYSTEMS
Basic bacteriology, sterilization and sanitation	Measurement: non-geometric – temperature, liquid, dry

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading	Recognition of soil and stain Follow manufacturer's instructions	Analysis of surfaces Comprehension of products

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Duty D Performing Manicures and Pedicures

1 Analyze shape and problems of nails
2 Select and arrange manicure equipment on tray or table
3 Give a water manicure
4 Give a hot oil manicure
5 Give an electric manicure
6 Repair nails
7 Apply artificial nails
8 Give a hot oil pedicure
9 Give an electric pedicure
10 Give a water pedicure
11 Give a hand and arm massage
12 Give a foot massage
13 Give a hand and arm bleach
14 Give a lash and brow tint
15 Give an eyebrow tweezing
16 Shape brows with wax depilatory
17 Remove superfluous hair with chemical depilatory
18 Remove superfluous hair with wax depilatory

(TASK STATEMENT) ANALYZE SHAPE AND PROBLEMS OF NAILS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Manicure pillow Towel Cotton Sanitizing solution Polish remover Table Manicure stool	Sanitize hands Sanitize manicure table Arrange table with supplies Seat patron Sanitize patron's hands, remove old polish Examine hands for: shape of nails and hands diseases and disorders	Spread of disease

DECISIONS	CUES	ERRORS
Determination of filing Determination of cosmetics Healthy hands and nails	Natural growth of nail Condition of hands and nails	Improper diagnoses Improper diagnoses

(TASK STATEMENT) ANALYZE SHAPE AND PROBLEMS OF NAILS

SCIENCE	MATH – NUMBER SYSTEMS
Nail anatomy and structure of nail Bacteriology	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Seeing Reading Talking	Selecting proper manicure for dry brittle nails Splitting cuticles/determine what shape to give nails Label on cosmetics Patron preference	Texture, making judgements Making judgements Comprehension Clarity of expression

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(TASK STATEMENT) SELECT AND ARRANGE MANICURE EQUIPMENT ON TRAY OR TABLE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Manicure table Manicure stool Sanitizing jar Towels Sterile cotton in jar Manicure pillow Nail polish kit Finger bowl Nail file Emery board Cuticle brush Cuticle nipper Steel pusher Nail buffer Orangewood stick Cuticle scissors Liquid soap Alcohol Tweezers Buffing powder Patron	Wash and sanitize table Arrange articles on table	Spread of disease Improper placement of implements and supplies Spillage

DECISIONS	CUES	ERRORS
Location of articles Type of manicure	The question of preservice Dryness and structure of nails	Improper sanitation measures

(TASK STATEMENT) SELECT AND ARRANGE MANICURE EQUIPMENT ON TRAY OR TABLE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Cosmetic chemistry Economy of motion and time	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing Reading	Proper location of manicure table Instructions on labels	Making judgements Recognition and understanding

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(TASK STATEMENT) GIVE A WATER MANICURE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Manicure table Manicure stool Sanitizing jar Towels Sterile cotton in jar Manicure pillow Nail polish kit Finger bowl Nail file Emery board Cuticle brush Cuticle nipper Steel pusher Nail buffer Orangewood stick Cuticle scissors Liquid soap Alcohol Tweezers Buffing powder Patron	Wash and sanitize hands Sanitize table Arrange table Seat patron Sanitize patron's hands, remove old polish Examine patron's hands File nails Soak cuticles Apply cuticle remover Scrub nails Cut cuticle and apply cuticle cream or oil Remove oil from nail plate Apply base Apply colored polish Apply top coat Spray nails Clean up area and sanitize	Spread of disease Personal injury
DECISIONS	**CUES**	**ERRORS**
Steel file or emery board Color selection of polish Shape of nails	Soft or hard nails Color blending Shape of fingers and hands – patron preference	Incorrect filing of nails Unsanitary instruments Incorrect filing of nails

(TASK STATEMENT) GIVE A WATER MANICURE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) GIVE A HOT OIL MANICURE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		STEPS	SAFETY – HAZARD
Manicure table	Tweezers	Wash and sanitize hands	Spread of disease
Manicure stool	Electric oil mitts or cup	Sanitize table	Personal injury
Sanitizing jar	Hand cream or oil	Arrange table	
Towels	Facial tissue	Seat patron	
Sterile cotton in jar	Patron	Sanitize patron's hands, remove old polish	
Manicure pillow		Examine patron's hands	
Nail polish kit		File nails	
Finger bowl		Soak cuticles	
Nail file		Place fingers in oil cup or if mitts used, massage hands, place in gloves	
Emery board		Scrub nails	
Cuticle brush		Massage hands and arms	
Cuticle nipper		Remove oil from nail plate	
Steel pusher		Apply base	
Nail buffer		Apply colored polish	
Orangewood stick		Apply top coat	
Cuticle scissors		Spray nails	
Liquid soap		Clean up area and sanitize	
Alcohol			
Buffing powder			

DECISIONS	CUES	ERRORS
Steel file or emery board	Soft or hard nails	Incorrect filing of nails
Color selection of polish	Color blending	Unsanitary instruments
Shape of nails	Shape of fingers and hands – patron preference	Incorrect filing of nails

(TASK STATEMENT) GIVE A HOT OIL MANICURE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	Measurement: non-geometric – time, temperature, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture of nails Comprehension Making judgements

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(TASK STATEMENT) GIVE AN ELECTRIC MANICURE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Manicure table Manicure stool Sanitizing jar Towels Manicure pillow Nail polish kit Finger bowl Nail file Emery board Cuticle brush Cuticle nipper Steel pusher Nail buffer Orangewood stick Cuticle scissors Liquid soap Alcohol Tweezers Sterile cotton in jar Patron	Wash and sanitize hands Sanitize table Arrange table Seat patron Remove old polish Examine patron's hands File nails Soak cuticles Apply cuticle remover Scrub nails Cut cuticle and apply cuticle cream or oil Remove oil from nail plate Apply base Apply colored polish Apply top coat Spray nails Clean up area and sanitize	Spread of disease Personal injury
DECISIONS	**CUES**	**ERRORS**
Steel file or emery board Color selection of polish	Soft or hard nails Color blending	Incorrect filing of nails Unsanitary instruments

(TASK STATEMENT) GIVE AN ELECTRIC MANICURE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) REPAIR NAILS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		STEPS	SAFETY – HAZARD
Manicure table	Mending tissue	Wash and sanitize hands	Spread of disease
Manicure stool	Mending liquid	Examine damaged nail	Personal injury
Sanitizing jar	Patron	Remove roughness	
Towels		Saturate mending tissue in mending liquid	
Sterile cotton in jar		Place on nail, turn tissue under nail at damaged area	
Manicure pillow		Reapply liquid and allow to dry	
Nail polish kit		Apply polish	
Finger bowl		Sanitize and clean up	
Nail file			
Emery board			
Cuticle brush			
Cuticle nipper			
Steel pusher			
Nail buffer			
Orangewood stick			
Cuticle scissors			
Liquid soap			
Alcohol			
Tweezers			

DECISIONS	CUES	ERRORS
Steel file or emery board	Soft or hard nails	Incorrect filing of nails
Color selection of polish	Color blending	Unsanitary instruments

(TASK STATEMENT) REPAIR NAILS

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) APPLY ARTIFICIAL NAILS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Manicure table Manicure stool Sanitizing jar Towels Sterile cotton in jar Manicure pillow Nail polish kit Finger bowl Nail file Emery board Cuticle brush Cuticle nipper Steel pusher Nail buffer Orangewood stick Cuticle scissors Liquid soap Alcohol Tweezers Artificial nail kit Patron	Give plain manicure up to application of base coat Apply protective nail Prepare mixture Brush mixture on nail Allow nail to dry for given period of time Remove shield Wash nails thoroughly and allow to dry Apply base coat, polish and sealer Clean up and sanitize	Personal injury

DECISIONS	CUES	ERRORS
How to shape nail Polish selection	Length of fingers Color blending	Spilling liquid on skin Unsanitary instruments

(TASK STATEMENT) APPLY ARTIFICIAL NAILS

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) GIVE A HOT OIL PEDICURE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		STEPS	SAFETY – HAZARD
Sanitizing jar	Oil, cream, lotion	Wash and sanitize hands	Spread of disease
Towels	Infrared lamp	Arrange pedicure area	Personal injury
Sterile cotton in jar	Patron	Seat patron	
Nail polish kit		Have patron remove hose and shoes	
Nail file		Place patron's feet on low stool	
Emery board		Seat yourself	
Cuticle brush		Saturate cotton with antiseptic lotion and sanitize patron's feet	
Cuticle nipper		File nails	
Steel pusher		Soak feet five to ten minutes	
Nail buffer		Dry feet – remove cuticle	
Orangewood stick		Apply oil, cream, lotion and massage	
Cuticle scissors		Apply additional lotion if needed	
Liquid soap		Apply infrared lamp thirty inches from feet for three to five minutes	
Alcohol		Remove excess oil	
Tweezers		Apply toe separators and polish nails	
Chair		Clean up and sanitize	
Two foot stools			
Antiseptic lotion			
Foot basin			
Toe separators			

DECISIONS	CUES	ERRORS
Steel file or emery board	Soft or hard nails	Incorrect filing of nails
Color selection of polish	Color blending	Unsanitary instruments

(TASK STATEMENT) GIVE A HOT OIL PEDICURE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	Measurement: non-geometric – time, temperature, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on label Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) GIVE AN ELECTRIC PEDICURE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		STEPS	SAFETY – HAZARD
Sanitizing jar	Oil, cream, lotion	Wash and sanitize hands	Spread of disease
Towels	Infrared lamp	Arrange pedicure area	Personal injury
Sterile cotton in jar	Toe separators	Seat patron	
Nail polish kit	Patron	Have patron remove hose and shoes	
Nail file		Place patron's feet on low stool	
Emery board		Seat yourself	
Cuticle brush		Saturate cotton with antiseptic lotion and sanitize patron's feet	
Cuticle nipper		File nails	
Steel pusher		Soak feet five to ten minutes	
Nail buffer		Dry feet – remove cuticle	
Orangewood stick		Apply oil, cream, lotion and massage	
Cuticle scissors		Remove excess oil	
Liquid soap		Apply toe separators and polish nails	
Alcohol		Clean up and sanitize	
Tweezers			
Chair			
Two foot stools			
Antiseptic lotion			
Foot basin			

DECISIONS	CUES	ERRORS
Steel file or emery board	Soft or hard nails	Incorrect filing of nails
Color selection of polish	Color blending	Unsanitary instruments

(TASK STATEMENT) GIVE AN ELECTRIC PEDICURE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	Measurement: non-geometric – time, temperature, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) GIVE A WATER PEDICURE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		STEPS	SAFETY – HAZARD
Sanitizing jar	Oil, cream, lotion	Wash and sanitize hands	Spread of disease
Towels	Infrared lamp	Arrange pedicure area	Personal injury
Sterile cotton in jar	Toe separators	Seat patron	
Nail polish kit	Patron	Have patron remove hose and shoes	
Nail file		Place patron's feet on low stool	
Emery board		Seat yourself	
Cuticle brush		Saturate cotton with antiseptic lotion and sanitize patron's feet	
Cuticle nipper		File nails	
Steel pusher		Soak feet five to ten minutes	
Nail buffer		Dry feet – remove cuticle	
Orangewood stick		Apply oil, cream, lotion and massage	
Cuticle scissors		Remove excess oil	
Liquid soap		Apply toe separators and polish nails	
Alcohol		Clean up and sanitize	
Tweezers			
Chair			
Two foot stools			
Antiseptic lotion			
Foot basin			

DECISIONS	CUES	ERRORS
Steel file or emery board	Soft or hard nails	Incorrect filing of nails
Color selection of polish	Color blending	Unsanitary instruments

(TASK STATEMENT) GIVE A WATER PEDICURE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	Measurement: non-geometric – time, temperature, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) GIVE A HAND AND ARM MASSAGE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Towels Cotton Spatulas Cleansing cream Massage cream Antiseptic lotion Astringent lotion Patron	Wash hands and sanitize Arrange manicure table Seat patron Apply antiseptic lotion Examine hands and arms Apply cleansing cream Apply hot towels Apply massage cream Wrist to elbow massage – first inner arm then outer arm Palm to elbow movement Finger to palm movement Palm to elbow movement Stroking movement from fingers to elbow Joint movement (fingers – wrist – elbow) Remove cream with tissue, apply hot towels, apply astringent Give water manicure Clean up and sanitize	Spread of disease Personal injury
DECISIONS	**CUES**	**ERRORS**
Steel file or emery board Color selection of polish	Soft or hard nails Color blending	Incorrect filing of nails Unsanitary instruments

(TASK STATEMENT) GIVE A HAND AND ARM MASSAGE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	Measurement: non-geometric – temperature, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) GIVE A FOOT MASSAGE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Sanitizing jar Cotton Spatulas Cleansing cream Massage cream Antiseptic lotion Astringent lotion Two foot stools Chair Foot basin Oil, cream, lotion Towels Patron	Wash hands and sanitize Seat patron Apply antiseptic lotion Examine feet and legs Apply cleansing cream Apply hot towels Apply massage cream Ankles to knees massage - first inner side of leg and then outer side of leg Heel to knee movement Toe to heel movement Heel to knee movement Stroking movement from toes to knee Joint movement (toes – ankle – knee) Remove cream and apply astringent Clean up and sanitize	Spread of disease Personal injury
DECISIONS	**CUES**	**ERRORS**
Steel file or emery board Color selection of polish	Soft or hard nails Color blending	Incorrect filing of nails Unsanitary instruments

(TASK STATEMENT) GIVE A FOOT MASSAGE

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of nails and skin Basic knowledge of cosmetic chemistry	Measurement: non-geometric – temperature, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Reading Observation	Roughness of skin Instructions on labels Cuticle growth/removal of cuticle	Texture Comprehension Making judgements/inferences

(TASK STATEMENT) GIVE A HAND AND ARM BLEACH

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Manicure table Manicure stool Patron's chair Body lotion Cotton Towels Hand and arm bleach kit Patron	Wash and sanitize hands Assemble supplies, etc. Examine skin Apply bleach according to directions Apply body lotion Clean up and sanitize area	Personal injury

DECISIONS	CUES	ERRORS
Type bleach Processing	Dryness of skin Lesions	Burned skin Eruptions on skin

(TASK STATEMENT) GIVE A HAND AND ARM BLEACH

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of skin Basic cosmetic chemistry	Measurement: non-geometric – time, liquid, dry

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading	Analysis of skin type Instructions on labels	Recognition of irregularities Understanding directions

(TASK STATEMENT) GIVE A LASH AND BROW TINT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Cleansing cream Body lotion Lash and brow tint Lash and brow stabilizer Skin soap Towels Eye shields Q-tips Make-up kit Patron	Assemble supplies in facial room Seat patron in facial chair Wash and sanitize hands Cleanse patron's skin Examine skin Apply eye pads Apply tint Apply stabilizer Apply body lotion Clean and sanitize area	Place eye pads on properly Tint on skin and in eyes Contaminating tint and stabilizer
DECISIONS Type of tint	**CUES** Skin eruptions or lesions	**ERRORS** Tint in eyes and skin Using same applicator for tint and stabilizer

(TASK STATEMENT) GIVE A LASH AND BROW TINT

SCIENCE	MATH – NUMBER SYSTEMS
Basic skin anatomy Basic cosmetic chemistry	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing Reading	Skin breakage Manufacturer's instructions	Recognition of skin changes Understanding/comprehension

(TASK STATEMENT) GIVE AN EYEBROW TWEEZING

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Cleansing cream Cotton Hot towel Sanitizing jar (70% alcohol) Witch hazel Tweezers Manicure scissors Patron	Assemble supplies Wash and sanitize hands Seat patron in facial room Cleanse skin Examine skin and face shape Apply hot applications Tweeze brows direction of hair growth giving definite shape Apply astringent Clean up and sanitize	Pinching skin Tweezing brows against hair growth
DECISIONS	**CUES**	**ERRORS**
Shape of brows according to face construction	Width and length of brows	Breaking skin with tweezers Creating stubbles

(TASK STATEMENT) GIVE AN EYEBROW TWEEZING

SCIENCE	MATH – NUMBER SYSTEMS
Basic anatomy of skin Basic cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing Touching	Hair texture Show how to control skin	Perception and analysis of hair Elasticity

(TASK STATEMENT) SHAPE BROWS WITH WAX DEPILATORY

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Soap and water Talcum powder Wax Orangewood stick Body lotion Antiseptic lotion Patron	Wash skin with soap and water Rinse and dry thoroughly Spread talcum powder over skin surface Melt wax in a double boiler over stove Test temperature and consistency of heated wax by applying a little over arm Spread wax over area with orangewood stick following direction of hair growth Allow wax to cool and harden Quickly pull off wax against direction of hair growth Massage area Dust off remaining powder from skin Apply an emollient cream or antiseptic lotion to area treated	Personal injury – skin burns, wax in eyes Do not use: under arms, over warts, moles, abrasions, or any irritated or inflamed areas

DECISIONS	CUES	ERRORS
Determine if wax is comfortable temperature Determine consistency of wax to be pulled off	Check temperature on arm Does wax stick to finger when tapped?	Skin burns If wax has hardened too much it has to be chipped off

(TASK STATEMENT) SHAPE BROWS WITH WAX DEPILATORY

SCIENCE	MATH – NUMBER SYSTEMS
Absorption (talc and oils) Allergic rxn5 (wax) Temperature and specific heat (wax)	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Touching Seeing/observing	Read manufacturer's instructions Wax hardness Wax hardness	Comprehending Making judgements Visual analysis

(TASK STATEMENT) REMOVE SUPERFLUOUS HAIR WITH CHEMICAL DEPILATORY

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Cleanser Talcum powder Cotton Body lotion Chemical depilatory Skin soap Drape Towels Patron	Arrange supplies in facial room Drape patron Wash and sanitize hands Cleanse patron's skin Apply talcum Apply chemical depilatory according to manufacturer's instructions Wash skin Apply body lotion Clean up and sanitize	Personal injury Spread of disease Fumes from chemicals
DECISIONS	**CUES**	**ERRORS**
Selection of depilatory Hair strength	Sensitivity of skin Hair texture	Burning of skin, eyes Chemical spills

(TASK STATEMENT) REMOVE SUPERFLUOUS HAIR WITH CHEMICAL DEPILATORY

SCIENCE	MATH – NUMBER SYSTEMS
Basic cosmetic chemistry Basic skin anatomy	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing Touching	Hair texture Show how to control skin	Perception and analysis of hair Elasticity

(TASK STATEMENT) REMOVE SUPERFLUOUS HAIR WITH WAX DEPILATORY

SCIENCE	MATH – NUMBER SYSTEMS
Absorption (talc and oils) Allergic rxn5 (wax) Temperature and specific heat (wax)	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Touching Seeing/observing	Read manufacturer's instructions Wax hardness Wax hardness	Comprehending Making judgements Visual analysis

Duty E Performing Skin Care

1 Analyze facial skin problems
2 Prepare patron for skin care services
3 Give a facial massage
4 Give a plain facial
5 Give a facial pack
6 Give a hot oil mask
7 Give a high frequency facial
8 Apply daytime make-up
9 Apply evening make-up

(TASK STATEMENT) ANALYZE FACIAL SKIN PROBLEMS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Cotton Creams Lotions Towels Drape Facial chair and stool Patron	Wash and sanitize hands and drape facial chair Prepare patron Remove make-up Analyze skin	Personal injury
DECISIONS	**CUES**	**ERRORS**
Skin texture Elasticity	Sight Touch	Improper movements

(TASK STATEMENT) ANALYZE FACIAL SKIN PROBLEMS

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

(TASK STATEMENT) PREPARE PATRON FOR SKIN CARE SERVICES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Facial chair Facial stool Facial steamer Infrared lamp High frequency electrode Cleansing tissues Cotton Talcum powder Head covering or band Sheet or drape Towels Spatulas Lotions Make-up tray Patron	Remove patrons jewelry, shoes and outer garments Drape patron Direct patron to facial chair	
DECISIONS	**CUES**	**ERRORS** Protection of hair

(TASK STATEMENT) PREPARE PATRON FOR SKIN CARE SERVICES

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

(TASK STATEMENT) GIVE A FACIAL MASSAGE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Creams, emollient (massage) Lotions Spatulas Cotton Tissues Patron	Apply cream Neck movement (front) Shoulder movement Neck movement (back) Chin movement Lower cheek movement Temple and forehead movement Nose, cheek, mouth, and chin movement Mouth, cheek, eye and forehead movement Completion movement	Personal injury Remaining creams

DECISIONS	CUES	ERRORS
Facial creams Hot and cold packs	Dryness Oiliness Diseased Moisture	Uneven pressure Cream contact in eyes and hairline Removal of creams

(TASK STATEMENT) GIVE A FACIAL MASSAGE

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Reading Touching	Skin texture type Manufacturer's instructions Degree of coarseness of skin	Visual analysis Perception/understanding Sensitivity or feeling

(TASK STATEMENT) GIVE A PLAIN FACIAL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Facial chair Facial stool Facial steamer Infrared lamp High frequency electrode Cleansing tissues Cotton Talcum powder Head covering or band Sheet or drape Towels Spatulas Lotions Make-up tray Patron Cleansing cream Tissue cream	Apply hot towel Apply cleansing cream Remove cleansing cream Apply hot wet towels Apply massage cream Apply manipulations Remove massage cream with tissue Apply hot towels, apply astringent Apply make-up Clean up	Eyes, ears, skin sanitation measures

DECISIONS	CUES	ERRORS
Type of creams Type of lotions	Dry skin Oily skin Disorders or disease of skin	Cream removal Irritations Aggravations

(TASK STATEMENT) GIVE A PLAIN FACIAL

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A FACIAL PACK

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Cotton Tissues Spatula Towels Witch hazel – astringent Pack material	Give plain facial Apply pack according to manufacturer's instructions Use moistened cotton witch hazel pads on eyes Allow pack to dry Remove pack carefully with warm towel Apply astringent Apply make-up	Nose, mouth Rubbing material into skin
DECISIONS	**CUES**	**ERRORS**
Type of creams Treatment of irregularities	Dryness Oiliness Medicated	Application of cream Removal of cream

(TASK STATEMENT) GIVE A FACIAL PACK

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A HOT OIL MASK

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Head cover Oil and applicator Gauze – 8" Cotton Dermal lamp with red globe Eye pads Patron	Give plain facial Apply moistened gauze with warm oil and apply to throat and face Cover eyes with pads Place dermal light 24" from face Allow patron to rest five to ten minutes Remove gauze Apply additional emollient or moisture cream Give manipulations Apply warm steam towel Apply astringent lotion Apply make-up	Personal injury Dermal lamp too close Oil too hot

DECISIONS	CUES	ERRORS
Type of oil Length of time for mask	Degree of dryness	Oils in eyes Too much heat Misjudging of lamp distance

(TASK STATEMENT) GIVE A HOT OIL MASK

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A HIGH FREQUENCY FACIAL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Acne cream or ointment Acne lotion Antiseptic Cleansing cream Medicated cream Towels Astringent for oily skin Facial glass electrode Medicated soap Skin toner Cotton or mask Supplies for plain facial Patron	Prepare patron for plain facial Cleanse face with medicated soap Apply acne cream or ointment over face and neck Apply high frequency current with direct application to affected parts for not more than five minutes Remove acne cream with moist warm towel Saturate a thin piece of cotton with acne lotion and apply to face and affected parts Resaturate if necessary and retain for ten minutes Remove cotton and blot with cool wet towel Apply astringent Apply antiseptic Apply lipstick only Clean up	Protect creams and lotions Eyes, ears, mouth and nose Wet hands and equipment Metal contact

DECISIONS	CUES	ERRORS
Type of cream Type of lotion	Abrasions on skin Infections in lesions	Contamination of creams and irritation Aggravate condition

(TASK STATEMENT) GIVE A HIGH FREQUENCY FACIAL

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) APPLY DAYTIME MAKE-UP

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Creams, emollient (massage) Lotions Spatulas Cotton Tissues Foundation Disposable applicators Blush Face powder Eye shadow Eyebrow pencil Eyeliner Mascara Lip rouge Lip applicators Towels Disposible puffs Patron	Give plain facial Apply foundation Apply powder Apply pressed blush Apply eye shadow and eyeliner Apply mascara Apply eyebrow pencil Apply lipstick	Protect eyes Allergies of skin
DECISIONS	**CUES**	**ERRORS**
Type of color selections Correction make-up	Skin tones Wrinkles and dark shadows	Pigmentation analysis Improper color fill-ins

(TASK STATEMENT) APPLY DAYTIME MAKE-UP

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) APPLY EVENING MAKE-UP

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Creams, emollient (massage) Lotions Spatulas Cotton Tissues Foundation Disposable applicators Blush Face powder Eye shadow Eyebrow pencil Eyeliner Mascara Lip rouge Lip applicator Towels Disposible puffs Patron	Give plain facial Apply foundation Apply foundation of lighter shade in dark areas Apply powder Apply pressed blush Apply eye shadow and eyeliner Apply mascara Apply eyebrow pencil Apply lipstick (use darker tones)	Protect eyes Allergies of skin

DECISIONS	CUES	ERRORS
Type of color selections Corrective make-up	Skin tones Wrinkles and dark shadows	Pigmentation analysis Improper color fill-ins

(TASK STATEMENT) APPLY EVENING MAKE-UP

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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Duty F Performing Scalp Care

1 Analyze scalp problems
2 Give a manual scalp massage
3 Give a mechanical scalp massage
4 Give a dandruff treatment
5 Give a high frequency treatment
6 Give a hair cream paste conditioner
7 Give a light therapy scalp treatment
8 Give an alopecia scalp treatment

(TASK STATEMENT) ANALYZE SCALP PROBLEMS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Cape Towels Comb Brush Patron	Seat patron Drape patron Sanitize hands Brush hair Part hair with comb Examine scalp	Skin protection

DECISIONS	CUES	ERRORS
Select: Type of massage Type of scalp lotion and cream Type of medication and shampoo	Flexibility of scalp Dry or oily scalp Diseased scalp	Intensify condition Aggravation Spread of disease

(TASK STATEMENT) ANALYZE SCALP PROBLEMS

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A MANUAL SCALP MASSAGE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Cape Comb Towels Patron	Seat patron Drape patron Sanitize hands Brush hair Part hair with comb Examine scalp Give relaxing movement Give back of head movements Give forehead movements Give all over scalp movement Give hairline movement Front scalp movement Back scalp movement Ear to ear movement Back movement Shoulder movement Spine movement	Skin protection
DECISIONS Select: Type of massage Type of scalp lotion and cream Type of medication and shampoo	**CUES** Flexibility of scalp Dry or oily scalp Diseased scalp	**ERRORS** Intensify condition Aggravation Spread of disease

(TASK STATEMENT) GIVE A MANUAL SCALP MASSAGE

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A MECHANICAL SCALP MASSAGE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Cape Comb Brush Scalp electrode Alcohol Cotton Shampoo Patron	Drape patron and remove jewelry Seat patron Examine scalp Section hair Apply scalp cream or lotion Sanitize electrode Apply electrode as prescribed Turn off electrode Sanitize electrode Comb hair Shampoo hair	Health analysis Spread of disease Electric shock
DECISIONS	**CUES**	**ERRORS**
Type of lotions Type of shampoo Amount of electrical current	Oiliness and dryness of scalp Medicated Irritating of condition	Too much or not enough cosmetics Incorrect application Injury to health

(TASK STATEMENT) GIVE A MECHANICAL SCALP MASSAGE

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A DANDRUFF TREATMENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Cape Towels Cotton Spatula Applicator bottle Shampoo Scalp lotion Scalp ointment Scalp electrode – high frequency Alcohol Comb Brush Scalp lotion Infrared light Patron	Wash and sanitize hands Drape patron Examine scalp Brush hair five minutes Apply scalp preparation according to scalp condition Apply infrared lamp five minutes Give scalp manipulations using high frequency electrode Shampoo hair with corrective shampoo Towel dry hair Use high frequency three to five minutes Apply scalp preparation suitable for the condition Style hair Clean up work station	Skin protection

DECISIONS	CUES	ERRORS
Select: Type of massage Type of scalp lotion and cream Type of medication and shampoo	Flexibility of scalp Dry or oily scalp Diseased scalp	Intensify condition Aggravation Spread of disease

(TASK STATEMENT) GIVE A DANDRUFF TREATMENT

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A HIGH FREQUENCY TREATMENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Alcohol Cotton Neck strip Cape Comb High frequency kit Patron	Wash and sanitize hands Sanitize electrode Drape patron Remove all jewelry and metal accessories Examine scalp Apply scalp lotion Carefully insert electrode in unit Plug unit in wall plug Place electrode on patron's head Turn on current to desired strength Manipulate on scalp Turn off current and remove from head Sanitize and clean up	Wet hands and equipment Metal contact Skin protection
DECISIONS	CUES	ERRORS
Select: Type of massage Type of scalp lotion and cream Type of medication and shampoo	Flexibility of scalp Dry or oily scalp Diseased scalp	Intensify condition Aggravation Spread of disease

(TASK STATEMENT) GIVE A HIGH FREQUENCY TREATMENT

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A HAIR CREAM PASTE CONDITIONER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Cape Towels Plastic wrap Electric cap Cream paste conditioner Comb Patron	Seat and drape patron Wash and sanitize hands Comb hair Examine scalp Shampoo hair Towel dry hair Apply cream to moist hair Place plastic wrap around head Place inner lining of cap on head Place electric cap on head Plug cap in electric plug Adjust temperature Leave on head for given time Remove caps and plastic Rinse and shampoo according to directions	Wet hands Too hot – too cold temperature Hair too wet
DECISIONS	**CUES**	**ERRORS**
Conditioner type Frequency of treatments Selection of styling	Dryness and breakage Extensiveness of damage Brittleness of hair	Improper selection of conditioners Hair not receiving enough treatments Improper selecting of styling method causing heightening of the problem

(TASK STATEMENT) GIVE A HAIR CREAM PASTE CONDITIONER

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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(TASK STATEMENT) GIVE A LIGHT THERAPY SCALP TREATMENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Cape Towels Goggles Lamp for condition of scalp Comb Shampoo Patron	Wash and sanitize hands Drape patron Remove jewelry, glasses, and all hardware Put goggles on patron Examine scalp Operator put on goggles Apply cream or lotion Adjust lamp Apply lamp for given period of time Turn off lamp Remove goggles Shampoo hair Style hair	Lamp applied at safe distance/improper eye coverage

DECISIONS	CUES	ERRORS
Lamp adjustment Type of creams and lotions Length of treatment	Irritations on scalp Oiliness Dry flaking	Ineffective rays Aggravation of condition Treatments not given enough

(TASK STATEMENT) GIVE A LIGHT THERAPY SCALP TREATMENT

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time, temperature, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences
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(TASK STATEMENT) GIVE AN ALOPECIA SCALP TREATMENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Cape Towels Comb Brush Ultra-violet rays Ointment or lotion Shampoo Patron	Give normal scalp treatment Give regular scalp manipulations Shampoo hair Dry hair and scalp thoroughly Expose scalp to ultra-violet rays five to ten minutes Apply ointment or lotion with light manipulations on bald areas Apply high frequency current for five minutes as directed according to directions Style hair using comb only Clean up station	Excess water Health problems Improper stimulation
DECISIONS	**CUES**	**ERRORS**
Type of cream or lotion Type of shampoo Type of massage	Dryness or oiliness Irritations Scalp irritations	Wrong cream or lotion Inflammation of scalp Improper massage

(TASK STATEMENT) GIVE AN ALOPECIA SCALP TREATMENT

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of skin and scalp Basic cosmetic chemistry	Measurement: non-geometric – time, temperature, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Conditions on skin Structural change on skin	Making judgements/inferences

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Duty G Shampooing and Rinsing Hair

1 Analyze hair problems
2 Prepare patron for hair services
3 Give a plain shampoo
4 Give a specialized shampoo for various scalp and hair conditions
5 Give a liquid dry shampoo
6 Give a powder dry shampoo
7 Select and apply instant conditioner
8 Select, mix and apply non-color rinses

(TASK STATEMENT) ANALYZE HAIR PROBLEMS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY -- HAZARD
Comb Litmus papers, pencil Liquid tests (pH) Microscope Patron	Comb through hair Check condition of hair Check pH of hair	

DECISIONS	CUES	ERRORS
Determine texture (coarse, medium, fine)	Touch, sight, microscope	Weak or frizzy, permanent wave, over-bleach, under-bleach, absorb too much, not enough color, wrong conditioner
Determine porosity	Squeezing, cupping, wetting	Weak or frizzy, permanent wave, over-bleach, under-bleach, absorb too much, not enough color, wrong conditioner
Determine elasticity	Pull strand of hair	Weak or frizzy, permanent wave, over-bleach, under-bleach, absorb too much, not enough color, wrong conditioner
Oily, dry, brittle	Touch, sight, microscope, talking	Weak or frizzy, permanent wave, over-bleach, under-bleach, absorb too much, not enough color, wrong conditioner

(TASK STATEMENT) ANALYZE HAIR PROBLEMS

SCIENCE	MATH – NUMBER SYSTEMS
Structurally competent (pH 4.5 to 5.5) Anatomy of hair pH	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing Touching Reading Talking	Observing condition of hair Test for elasticity, porosity and texture Testing for pH factor Explain problem to patron	Visual analysis, accuracy Making judgements Comprehension, definition, numbers, terminology, instructions Terminology/general vocabulary, persuasion and sales technique, logic, gestures, facial expression, poise, usage

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(TASK STATEMENT) PREPARE PATRON FOR HAIR SERVICES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Patron	Have patron change into smock Seat patron Select materials and supplies Wash and sanitize hands Turn collar in Remove all jewelry Apply neck strip/towel/plastic Secure cape	Steady chair Cape over back of chair Personal injury Protect clothing Sanitization

DECISIONS	CUES	ERRORS
Service to be given	Bleach, color, permanent wave, relaxer, shampoo	Ruin clothing, personal injury, unsanitary

(TASK STATEMENT) PREPARE PATRON FOR HAIR SERVICES

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Sanitation – Chemical disinfection Properties of: – Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation)	Measurement: non-geometric – liquid Fundamental Operations (calculation) – addition, subtraction, multiplication and division algorithms Rationals

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Telling patron just which service is to be given	Clarity of expression

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(TASK STATEMENT) GIVE A PLAIN SHAMPOO

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Cape Comb, brush Shampoo Towel Hair rinse Patron	Wash and sanitize hands Examine hair and scalp Brush hair Sanitize shampoo bowl Seat patron properly Adjust water temperature and volume Rinse hair and apply shampoo Rinse and apply second shampoo Apply manipulations Rinse and apply after-rinse	Protect skin and clothing Disease and breakage Scalp irritation Personal injury (water on floor) Too hot, too cold (water) Eyes and ears Sanitary implements Chemically treated hair

DECISIONS	CUES	ERRORS
Type of shampoo	Bleached, tinted, toned, permanent waved, chemically relaxed, damaged	Breakage and irritation
Type of rinse	Medicated (dandruff), damaged, oily, reconditioning	Breakage, relaxed set, aggravated condition
Brush, comb before shampoo	Bleached, tinted, toned, permanent waved, chemically relaxed, damaged	Breakage and irritation

(TASK STATEMENT) GIVE A PLAIN SHAMPOO

SCIENCE	MATH – NUMBER SYSTEMS
pH (potential hydrogen) of shampoos Chemistry – structure of oils Chemical composition of soaps Properties of inverted soaps Spreadability of shampoo Surface tension (wetting agents)	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Listening Touching Talking Observing	Patron's preference Performing manipulations Patron asks your opinion Patron has damaged, abused hair	Recognize opinions Use of pressure, movement Making judgements Visual analysis

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(TASK STATEMENT) GIVE A SPECIALIZED SHAMPOO FOR VARIOUS SCALP AND HAIR CONDITIONS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Shampoo comb Applicator bottle Shampoo Patron	Analyze hair and scalp Select correct shampoo Read manufacturer's or doctor's instructions Prepare shampoo Give shampoo (see plain shampoo tools)	Eyes and ears Discoloration of hair Interfere with other services Inflammable liquid, open flame

DECISIONS	CUES	ERRORS
Diagnose which condition exists	Dandruff, dry or oily scalp, dry, brittle, over-lightened or tinted hair, permanently waved, itchy scalp, flaky scalp, split ends, broken hair, scalp abrasions, falling hair, patron complaint	Condition could be contagious, condition should not be treated by cosmetologist
Determine which shampoo to use	Condition of hair on scalp	Condition could be contagious, condition should not be treated by cosmetologist, could make condition worse
Determine proper mixing procedure	Read manufacturer's instructions or medical doctor's instructions	Shampoo could be too weak or too strong

(TASK STATEMENT) GIVE A SPECIALIZED SHAMPOO FOR VARIOUS SCALP AND HAIR CONDITIONS

SCIENCE	MATH – NUMBER SYSTEMS
Chemistry – structure of oils Chemical composition of soaps pH (potential hydrogen) of shampoos Properties of inverted soaps Spreadability of shampoo Surface tension (wetting agents)	Fundamental Operations (calculations) – addition, subtraction, multiplication and division algorithms Measurement: non-geometric – liquid Rationals

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Manufacturer's or doctor's instructions	General vocabulary, numbers, comprehension
Observing	Observing condition of hair and scalp	Visual analysis, accuracy
Touching	Feeling condition of hair	Making judgements
Talking	Asking questions	Clarity of expression
Listening	Answering questions	Discriminate facts from non-facts

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(TASK STATEMENT) GIVE A LIQUID DRY SHAMPOO

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip T Towel Plastic Smock Cape Comb, brush Shampoo Hair rinse Shampoo comb Applicator bottle Cotton Dish or bowl Liquid dry shampoo Patron	Have patron change into smock Wash and sanitize hands Analyze hair and scalp Part hair one inch sections Apply liquid with cotton Rub part with towel Repeat all over head Apply down length of strand all over head Rub strands with towel Remoisten with liquid and set	Steady chair Cape over back of chair Personal injury/water on floor Protect clothing Sanitization Disease and breakage Scalp irritation Too hot or too cold/water Eyes and ears Sanitary implements Chemically treated hair Discoloration of hair Interfere with other services Inflammable liquid, open flame Treat patron gently, certain types of injury
DECISIONS	**CUES**	**ERRORS**
Determine amount of liquid to use Determine reason	Texture and density Amount of soil Injury, illness	Use too much/too little Carelessness with application, treat patron gently

(TASK STATEMENT) GIVE A LIQUID DRY SHAMPOO

SCIENCE	MATH – NUMBER SYSTEMS
Chemistry (benzene/carbon tetrachloride)	Measurement: non-geometric – liquid Fundamental Operations (calculation) – addition, subtraction, multiplication and division algorithms Rationals

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Observing Touching	Manual instructions How dirty is hair Handle patron gently	Comprehension Visual analysis, making judgements Kinetics/body language

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(TASK STATEMENT) GIVE A POWDER DRY SHAMPOO

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb, brush Shampoo Hair rinse Applicator bottle Gauze Two brushes Powder dry shampoo Patron	Have patron change into smock Wash and sanitize hands Analyze hair and acalp Divide hair into four sections Apply powder thick at scalp Allow to remain allotted time Brush thoroughly with gauze-covered brushes Arrange hair in desired style	Steady chair Cape over back of chair Sanitary implements Protect clothing Protect skin/disease and breakage Scalp irritation Personal injury/water on the floor Too hot, too cold/water Eyes and ears Chemically treated hair Discoloration of hair Interfere with other services Inflammable liquid, open flame Treat patron gently Certain types of injury
DECISIONS Determine how often gauze is changed on brushes	**CUES** Amount of soil in hair and on brushes	**ERRORS** Hair will not be properly cleansed

(TASK STATEMENT) GIVE A POWDER DRY SHAMPOO

SCIENCE	MATH – NUMBER SYSTEMS
Absorption/orris root, talc, starch, chalk	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Observing Touching	Manual instructions How dirty is hair Handle patron gently	Comprehension Visual analysis, making judgements Kinetics/body language

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(TASK STATEMENT) SELECT AND APPLY INSTANT CONDITIONER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Conditioner Shampoo Applicator bottle Shampoo comb Patron	Choose correct conditioner Read manufacturer's instructions Apply conditioner Rinse, shampoo or leave on	Eyes or ears Allergy

DECISIONS	CUES	ERRORS
Those with setting lotion added Determine if hair is tinted, bleached and toned, permanently waved	Set not holding, hair lacks body, limp, lifeless, weak, patron complaint Sight, touch, feel, talk	Too much body, too little, insufficient conditioning Too much body, too little, insufficient conditioning usually not done before these services

(TASK STATEMENT) SELECT AND APPLY INSTANT CONDITIONER

SCIENCE	MATH – NUMBER SYSTEMS
Potential hydrogen (pH) Chemistry of conditioners Acids, bases and salts Chemical compounds Solutions and emulsions	Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Patron's hair is sun-bleached, abused or damaged, split ends	Visual analysis
Touching	Hair feels dry and rough	Texture
Listening	Patron complaint	Discriminate facts from non-facts, recognize opinions
Reading	Manufacturer's instructions	Comprehension, definition, terminology
Speaking	Tell patron about conditioner	Basic sales techniques, product knowledge

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(TASK STATEMENT) SELECT, MIX AND APPLY NON-COLOR RINSES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Shampoo comb Applicator bottle or bowl Rinse Shampoo Patron	Determine correct rinse Read manufacturer's instructions Prepare rinse Apply rinse Rinse, shampoo or leave on	Eyes and ears Allergy Discoloration of hair Interfere with other services

DECISIONS	CUES	ERRORS
Determine which of the following to use:		
Vinegar	Soap curds, dull hair, hard water	Leave on/odor
Lemon	Hair matted and tangled, dull	Discoloration, damage if left on
Citric acid	Hair matted and tangled, dull	Discoloration, damage if left on
Non-strip	Bleached and toned hair	Used with other manufacturer's products
Reconditioning	Sight, feel	Used when not needed
Medicated	Certain hair and scalp disorders	Irritate scalp, condition too serious
Cream	Tangled hair, rough hair	Set may relax excessively, may destroy permanent wave

(TASK STATEMENT) SELECT, MIX AND APPLY NON-COLOR RINSES

SCIENCE	MATH – NUMBER SYSTEMS
Chemistry of: Vinegar, lemon juice, hydrogen peroxide, neutralizers, cream rinses, conditioners Chemistry of acid rinses pH (potential hydrogen) of acid rinses Chemical reaction of acid rinse on cuticle of hair Lotions Solutions and emulsions Acids, bases and salts	Fundamental Operations (calculations) – addition, subtraction, multiplication and division algorithms Measurement: non-geometric – liquid Rationals

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Seeing Touching Listening	Manual instructions Observing condition of hair and scalp Feeling condition of hair Patron's preference or answers to questions	General vocabulary, numbers, comprehension Visual analysis, accuracy Making judgements, recognize opinions Discriminate facts from non-facts

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Duty H Cutting and Shaping Hair

1 Analyze shape for cut
2 Section hair for cutting
3 Razor-cut hair
4 Scissor-cut hair
5 Thin or taper hair
6 Trim hair
7 Clip hair
8 Shingle hair (Feather edge)

(TASK STATEMENT) ANALYZE SHAPE FOR CUT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
	Review patron's name before she comes in or before you greet her Observe patron while walking Determine type of personality Determine occupation Analyze shape of face, head, neck, shoulders, and body, color and texture of hair	

DECISIONS	CUES	ERRORS
Cut and/or style suitable to patron	Employed, single, able to handle style mentally and physically, patron preference	Patron or operator choose wrong style, wrong for color and/or texture of hair

(TASK STATEMENT) ANALYZE SHAPE FOR CUT

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of hair	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference/operator's opinion	Clarity of expression
Observing	Observe patron: walking, talking, physical features	Visual analysis, making judgements, shape of face and body; body language
Listening	Patron complaint, kind of job, financial position	Discriminate facts from non-facts, recognize opinions
Touching	True shape of head, cup, press, feel	Size, shape, texture, condition

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(TASK STATEMENT) SECTION HAIR FOR CUTTING

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb Clips Patron	Have patron change into smock Choose sectioning for type of haircut Section hair	Steady chair Cape over back of chair Personal injury – protect clothing Sanitation
DECISIONS Determine type of haircut	**CUES** Patron's preference Shape of body, face and head Texture of hair Color of hair Neckline Personality	**ERRORS** Either patron or operator chooses wrong style Wrong sectioning

(TASK STATEMENT) SECTION HAIR FOR CUTTING

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Sanitation – Chemical disinfection Properties of: – Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation)	Fundamental Operations (calculations) – addition, subtraction, multiplication and division algorithms Rationals Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron asks for opinion Patron makes wrong decision Patron asks for explanation of haircut	Terminology/general vocabulary Clarity of expression
Observing	Patron's style needs	Visual analysis

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(TASK STATEMENT) RAZOR-CUT HAIR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb, brush Shampoo Hair rinse Clips Razor Guard Talc Hair cutting comb Scissors Patron	Have patron change into smock Wash and sanitize hands Determine hair length Cut section by section	Steady chair Cape over back of chair Sanitize implements Protect clothing Personal injury No common brush for talc Cut wet (patron comfort) Split ends

DECISIONS	CUES	ERRORS
Determine suitable style	Patron's preference Shape of body, face and head Texture of hair Color of hair Neckline Personality	Either patron or operator chooses wrong style Wrong sectioning
Decide which section to cut first/last	Cut systematically for uniform shape	Cutting haphazardly Leave too long Cut too short Stairstep appearance

(TASK STATEMENT) RAZOR-CUT HAIR

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of hair Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation)	Rationals Measurement: geometric – linear Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron asks for opinion Patron makes wrong decision Patron asks for explanation of hair cut	Terminology/general vocabulary Clarity of expression
Observing	Hands at correct angle, follow guides Patron's style needs	Visual analysis

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(TASK STATEMENT) SCISSOR-CUT HAIR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb, brush Shampoo Hair rinse Clips Scissors Thinning shears Talc Haircutting comb Patron	Have patron change into smock Wash and sanitize hands Determine hair length Cut section by section	Steady chair Cape over back of chair Personal injury Sanitation No common brush for talc

DECISIONS	CUES	ERRORS
Determine suitable style	Patron's preference Shape of body, face and head Texture of hair Color of hair Neckline Personality	Either patron or operator chooses wrong style Wrong sectioning
Determine to cut wet or dry	Type of style, texture of hair, condition of hair	Style not flattering, cut should be done dry/wet, cause split ends, breakage
Decide which section to cut first/last	Cut systematically for uniform shape	Cutting haphazardly, leave too long, cut too short, stair-step appearance
Determine whether to slither or cut blunt	Style desired	Style not flattering, cut should be done dry/wet, cause split ends, breakage

(TASK STATEMENT) SCISSOR-CUT HAIR

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of hair Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation)	Rationals Measurement: geometric – linear Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron asks for opinion Patron makes wrong decision Patron asks for explanation of haircut	Terminology/general vocabulary Clarity of expression
Seeing	Hands at correct angle, follow guides Patron's style needs Hair length	Visual analysis, logic Measure
Listening	Patron's complaint	Recognize opinions
Touching	Cup, press, feel	Texture

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(TASK STATEMENT) THIN OR TAPER HAIR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb Clips Hair rinse, shampoo Razor Guard Talc Hair cutting comb Scissors Thinning scissors, single edge; thinning scissors, double edge Patron	Review patron's name before she comes in or before you greet her Have patron change into smock Select materials and supplies Determine type of personality Determine occupation Analyze shape of face, head, neck, shoulders, body; color and texture of hair Choose sectioning for type of hair cut Section hair Determine hair length Cut section by section	Over-thin Over-taper Steady chair Cape over back of chair Personal injury Protect clothing Sanitation

DECISIONS	CUES	ERRORS
Determine how much to thin	Density, texture and color of hair, shape of head	Thin too close to scalp, thin too much or too little
Determine how much to taper	Hair length, density, texture and color of hair and shape of head	Taper too high, ends too thin, stairstep appearance
Determine whether to slither or cut blunt	Style desired	Style not flattering, cut should be done dry/wet, cause split ends, breakage
Determine where not to thin	Already thin, hair will stick up	Nape, over ears, front hairline, at part, top layer, ends

(TASK STATEMENT) THIN OR TAPER HAIR

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair	Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing Talking Touching Listening	Density and color of hair Patron's preference Density: fine, medium, coarse; shape of head Patron complaint	Visual analysis Terminology/general vocabulary Thickness, texture, shape Recognize opinions

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(TASK STATEMENT) TRIM HAIR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Scissors Razor Patron	Determine area to be trimmed (bangs, side, nape) Section hair if necessary Trim hair	Steady chair Cape over back of chair Sanitary implements Protect clothing Personal injury Sanitation

DECISIONS	CUES	ERRORS
Determine area to trimmed	Patron request Operator decision	Trim entire head, not just one section

(TASK STATEMENT) TRIM HAIR

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of hair Sterilization Sanitation – Chemical disinfection Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation)	Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Determine where and how much patron wants or needs trimming A trim is not a haircut, a trim all over is a haircut	Clarity of expression, implying, logic

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(TASK STATEMENT) CLIP HAIR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Scissors Comb Patron	Determine if all ends are split Section (small, equal) Twist section tightly from scalp to ends Ruff strand upward toward scalp Clip split ends Brush briskly	Steady chair Cape over back of chair Sanitary implements Protect clothing Personal injury Sanitation

DECISIONS	CUES	ERRORS
Use twisting method or cut end of strand Determine how far up strand to ruff	If hair is tapered or club cut Length of hair and number of split ends	Not clipping all ends Cutting too close to strand Clipping long hair too far up strand

(TASK STATEMENT) CLIP HAIR

SCIENCE	MATH – NUMBER SYSTEMS
Trichoptilosis (anatomy of hair)	Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Talking	Looking for split ends Inform patron (of split hair ends)	Visual analysis, microscope Clarity of expression, persuasion and sales technique

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(TASK STATEMENT) SHINGLE HAIR (FEATHER EDGE)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb Scissors Razor Patron	Section hair Establish guide Comb and scissors simultaneously Blend to crown Clean nape	Avoid nipping skin at nape with points of scissors Neckline too high Stairstep appearance

DECISIONS	CUES	ERRORS
Determine guide at nape	Patron preference Shape and length of neck, shape of shoulders, texture, hair stream, shape of head	Not cutting systematically, leave stairstep appearance, cut too short/leave too long
Determine length of hair at crown	Shape of head, direction and strength of hair growth, texture	Misjudging whorl, cowlick, hair stream
Decide whether to use scissor, razor or clipper to clean nape area	Patron preference Texture, hair growth, sensitivity of skin	Destroy beauty of natural hairline, shave too high, irritate skin

(TASK STATEMENT) SHINGLE HAIR (FEATHER EDGE)

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of hair Sterilization Sanitation – Chemical disinfection Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation)	Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing Touching Talking Listening	Patron's styling needs, shape Shape of head, hair – fine, medium, coarse, Hair stream, whorl cowlick Explain best length to patron Patron information	Visual analysis Shape, texture, direction Clarity of expression Discriminate facts from non-facts

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Duty I Waving and Relaxing Hair

1 Analyze hair and scalp for standard cold wave
2 Select needed supplies and equipment for cold wave
3 Give test curls
4 Give a standard cold wave
5 Give a body wave
6 Give a stylized permanent wave
7 Prepare and apply sodium hydroxide relaxer to a virgin head of hair
8 Prepare and apply ammonium theoglycolate relaxer for virgin hair
9 Soft press and hard press hair
10 Relax hair using heat comb method

(TASK STATEMENT) ANALYZE HAIR AND SCALP FOR STANDARD COLD WAVE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Comb Cape Neck strip Patron	Comb through hair Examine scalp for cuts, abrasions or irritations Determine the condition of the hair and scalp Consider the porosity, texture, elasticity, density and length of hair	Spread of disease if patron is infected

DECISIONS	CUES	ERRORS
Determine condition of hair Determine texture of hair Determine condition of scalp	Porosity, texture, elasticity, damaged, bleached, tinted Diameter of hair shaft Broken skin, abrasions, irritations	Choosing wrong permanent wave Choosing wrong processing time Further irritations, spread of disease

(TASK STATEMENT) ANALYZE HAIR AND SCALP FOR STANDARD COLD WAVE

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of hair and skin – book reference: Hair Structure and Chemistry Simplified – Milady Diseases of the skin	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Smelling	Frequency of shampoo and diseases of hair, carry odor	Perception
Observing	Noticing condition of hair and scalp	Visual analysis
Touching	Feeling texture, condition of hair	Perception, making judgements
Listening	Patron discusses hair and skin problems	Discrimination of important information from unimportant
Reading	Information on diseases and anatomy of hair	Comprehension, instructions

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(TASK STATEMENT) SELECT NEEDED SUPPLIES AND EQUIPMENT FOR COLD WAVE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Applicators Porous end paper Cold wave lotion Neutralizer Neutralizer bib Shampoo cape Curling rods Protective cream Cotton or neutralizing bands Mild liquid shampoo Neutral or cream rinse Neck strips and towels Combs Hair clips and pins Scissors or razor Protective gloves Record card Patron	Determine size and amount of rods Determine type of permanent wave	
DECISIONS	**CUES**	**ERRORS**
Size of rod for type of hair Type of permanent wave	Texture and length of hair Tinted, bleached, virgin, resistent or high porosity	Too tight or too loose Too tight or too loose

(TASK STATEMENT) SELECT NEEDED SUPPLIES AND EQUIPMENT FOR COLD WAVE

SCIENCE	MATH – NUMBER SYSTEMS
Basic chemistry (acid and alkali) Hair and skin anatomy (texture of hair)	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Refer to textbook Manufacturer's instructions	Comprehension Instruction

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(TASK STATEMENT) GIVE TEST CURLS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Permanent wave rods End papers Permanent wave solution Neutralizer Clips Towel Cotton Patron	Loosen the rod Unwind the rod 1½ turns without pulling on strand Move the rod slightly toward scalp Permit the hair to relax into a wave pattern without pushing Rewind and fasten rod Continue testing for curl development at regular intervals and test on different areas of the head each time Processing is complete when wave forms a firm "s"	Chemical burns Solution in eyes Applying solution to broken or infected areas Allergy

DECISIONS	CUES	ERRORS
Determining the correct amount of curl	Perfect "s" pattern	Too tight, too loose

(TASK STATEMENT) GIVE TEST CURLS

SCIENCE	MATH – NUMBER SYSTEMS
Basic knowledge of structure and anatomy of hair Basic knowledge of chemistry (acid and alkali)	Measurement: geometric – linear Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Manufacturer's directions	Comprehension, instruction
Observing	Noticing when the hair is curled	Visual analysis Making judgements
Touching	Feeling texture of hair	Texture

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(TASK STATEMENT) GIVE A STANDARD COLD WAVE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Permanent wave rods End papers Permanent wave solution Neutralizer Clips Towel Cotton Patron	Select correct permanent for hair Read manufacturer's instructions Section hair Test curls Apply solution Wrap Resaturate Test curls Rinse and blot dry Neutralize Read manufacturer's instructions	Chemical burns Solution in eyes Applying solution to broken or infected areas Allergy

DECISIONS	CUES	ERRORS
Determine kind of permanent wave for type of hair	Is hair tinted, bleached, virgin resistant, elastic or normal	Poor selection for type of hair
Determine if hair has formed perfect "s" pattern	Being aware of hair texture, how quickly will curl	Overprocessing or underprocessing of hair
Does hair need extra neutralizer	Consider thickness and porosity of hair to determine whether more neutralizer should be used	Relaxed permanent wave
Determine size of rod	Texture of hair	Too soft or too tight a curl

(TASK STATEMENT) GIVE A STANDARD COLD WAVE

SCIENCE	MATH – NUMBER SYSTEMS
Basic knowledge of structure and anatomy of hair Basic knowledge of chemistry (acid and alkali)	Measurement: geometric – linear Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Observing Touching	Manufacturer's instructions Noticing when the hair is curled Feeling texture of hair	Comprehension, instruction Visual analysis, making judgements Texture

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(TASK STATEMENT) GIVE A BODY WAVE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Non-tapered rods Three sizes – thinnest rod – minimum $^{3}/_{16}$" diameter rods, largest rod – minimum $^{1}/_{2}$" Patron* * Most successful results given on hair $3^{1}/_{2}$" – 7" in length	Select correct permanent wave for hair Read manufacturer's instructions Section hair Test curls Apply solution Wrap Resaturate Test curls Rinse and blot dry Neutralize Read manufacturer's instructions	Chemical burns Solution in eyes Applying solution to broken or infected areas

DECISIONS	CUES	ERRORS
Diagnose hair for size of rod Sufficient neutralization	Texture of hair Does hair feel warm during neutralization?	Too soft or too tight Relaxed permanent wave

(TASK STATEMENT) GIVE A BODY WAVE

SCIENCE	MATH – NUMBER SYSTEMS
Basic knowledge of structure and anatomy of hair Basic knowledge of chemistry (acid and alkali)	Measurement: geometric – linear Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Observing Touching	Manufacturer's instructions Noticing when the hair is curled Feeling texture of hair	Comprehension, instruction Visual analysis, making judgements Texture

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(TASK STATEMENT) GIVE A STYLIZED PERMANENT WAVE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Permanent wave rods End papers Permanent wave solution Neutralizer Clips Towel Cotton Patron	Select correct permanent wave for hair Read manufacturer's instructions Section hair Test curls Apply solution Resaturate Test curls Rinse and blot dry Neutralize Read manufacturer's instructions Wrap permanent wave, using rods as one would use rollers (same setting pattern)	Chemical burns Solution in eyes Applying solution to broken or infected areas

DECISIONS	CUES	ERRORS
Determine kind of permanent wave for type f of hair	Is hair tinted, bleached, virgin resistant, elastic or normal	Poor selection for type of hair
Determine if hair has formed perfect "s"	Being aware of hair texture, how quickly will it curl	Overprocessing or underprocessing of hair
Does hair need extra neutralizer	Consider thickness and porosity of hair to determine whether more neutralizer should be used	Relaxed permanent wave
Determine size of rod	Texture of hair	Too soft or too tight a curl

(TASK STATEMENT) GIVE A STYLIZED PERMANENT WAVE

SCIENCE	MATH – NUMBER SYSTEMS
Basic knowledge of structure and anatomy of hair Basic knowledge of chemistry (acid and alkali)	Measurement: geometric – linear Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Observing Touching	Manufacturer's instructions Noticing when the hair is curled Feeling texture of hair	Comprehension, instruction Visual analysis, making judgements Texture

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(TASK STATEMENT) PREPARE AND APPLY SODIUM HYDROXIDE RELAXER TO A VIRGIN HEAD OF HAIR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Gloves Precream base Neck strips Cape Rattail Straight comb Relaxer Neutralizer Towels Patron	Cape patron Section hair in four sections Examine scalp Apply base Section hair in five sections Apply starting at nape Apply ½ - 1" from scalp to 1½" from ends Comb each bisection Apply to roots and ends Work through hair until relaxed Rinse hair thoroughly with warm water Add neutralizer to hair Rinse thoroughly Style as desired	Personal injury/chemical burns Reaction to metallic salts

DECISIONS	CUES	ERRORS
How long should relaxer remain on hair Use correct types of relaxer Presence or absence of metallic salts	Texture Texture, color-treated Test for metallic salt (20-20 test)	Breakage Not relaxed enough – relaxed too much Extreme hair damage

(TASK STATEMENT) PREPARE AND APPLY SODIUM HYDROXIDE RELAXER TO A VIRGIN HEAD OF HAIR

SCIENCE	MATH – NUMBER SYSTEMS
Basic chemistry – pH balance, elements, compounds and mixtures Basic hair anatomy – cells, growth, structure Anatomy – skin, circulation, myology	Measurement: geometric – linear Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching	Hair must be rinsed immediately when hair reaches relaxed state	Perception, making judgements
Reading	Manufacturer's instructions	Comprehension
Observing	Relaxed state of hair	Visual analysis

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(TASK STATEMENT) PREPARE AND APPLY AMMONIUM THEOGLYCOLATE RELAXER FOR VIRGIN HAIR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Gloves Cotton Cape Theo-relaxer Neutralizer Towels Comb Patron	Drape patron as for cold wave Strand test as per manufacturer's instructions Part off four sections (hairline to hairline) Examine scalp Shampoo with mild shampoo Section hair Comb theo-relaxer through hair Pour over hair and comb through until hair is relaxed Rinse thoroughly Apply neutralizer for given period of time Rinse Style as desired	Keep away from skin, eyes and ears Protect patron from fumes
DECISIONS	**CUES**	**ERRORS**
How long should relaxer remain on hair Use correct types of relaxer Presence or absence of metallic salts	Texture Texture, color-treated Test for metallic salt (20-20 test)	Breakage Not relaxed enough – relaxed too much Extreme hair damage

(TASK STATEMENT) PREPARE AND APPLY AMMONIUM THEOGLYCOLATE RELAXER FOR VIRGIN HAIR

SCIENCE	MATH – NUMBER SYSTEMS
Basic chemistry – pH balance, elements, compounds and mixtures Basic hair anatomy – cells, growth, structure Anatomy – skin, circulation, myology	Measurement: geometric – linear Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching	Hair must be rinsed immediately when hair reaches relaxed state	Perception, making judgements
Reading	Manufacturer's instructions	Comprehension
Observing	Relaxed state of hair	Visual analysis

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(TASK STATEMENT) SOFT PRESS AND HARD PRESS HAIR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Cape Neck strip Towel Press comb Cream Comb Brush Clips Dualls Patron	Drape patron Shampoo hair thoroughly Rub light cream through hair Dry under the dryer brushing at certain intervals Comb hair and section into four sections Adjust heating unit Apply pressing cream Bisection sections starting at crown Insert press comb Press hair – soft press - go over entire head once with press comb; hard press - two or more times	Personal injury/burning skin and hair Hair breakage

DECISIONS	CUES	ERRORS
Amount of pressure on hair Does patron have loose or tight scalp?	Texture of hair Pressure test (test scalp with balls of fingers)	Incomplete relaxation Burning and breakage of hair Loose scalp drawn into press, tight scalp - no curl at scalp

(TASK STATEMENT) SOFT PRESS AND HARD PRESS HAIR

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy and structure of hair – texture of hair Histology of skin Cosmetic chemistry – composition of creams (moisture vs. non-moisture)	Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Noticing straightness Noticing physical change	Visual analysis
Reading	Manufacturer's instructions on press iron	Comprehension
Touching	Degree of smoothness	Making judgements

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(TASK STATEMENT) RELAX HAIR USING HEAT COMB METHOD

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Cape Neck strip Towel Press comb Cream Comb Brush Clips Dualls Patron	Drape patron Shampoo hair thoroughly Rub light cream through hair Dry under the dryer brushing at certain intervals Comb hair and section into four sections Adjust heating unit Apply pressing cream Bisection sections starting at crown Insert press comb Press hair	Personal injury/burning skin and hair Hair breakage
DECISIONS Amount of pressure used on hair Does patron have loose or tight scalp?	**CUES** Texture of hair Pressure test (text scalp with balls of fingers)	**ERRORS** Incomplete relaxation Burning hair and breakage Loose scalp – drawn into press, tight scalp – no curl at scalp

(TASK STATEMENT) RELAX HAIR USING HEAT COMB METHOD

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy and structure of hair – texture of hair Histology of skin Cosmetic chemistry – composition of creams (moisture vs. non-moisture)	Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Noticing straightness Noticing physical change	Visual analysis
Reading	Manufacturer's instructions on press iron	Comprehension
Touching	Degree of smoothness	Making judgements

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Duty J Bleaching and Coloring Hair

1 Give a strand test (tint or bleach)
2 Give a patch test
3 Apply a virgin tint
4 Apply permanent tint retouch
5 Prepare and apply temporary color rinse
6 Prepare and apply semi-permanent color
7 Prepare and apply a virgin bleach
8 Prepare and apply bleach retouch
9 Prepare and apply a toner
10 Prepare and apply a frosting
11 Prepare and apply a tip or streak
12 Remove hair color

(TASK STATEMENT) GIVE A STRAND TEST (TINT OR BLEACH)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Tint Developer Plastic applicator bottle and cape Glass or plastic bowl Tint brush Gloves Record card Safety glasses Talcum powder Bleach Patron	Have patron change into smock Seat patron Select materials and supplies Wash and sanitize hands Turn collar in Remove all jewelry Apply neck strip/towel/plastic Secure cape Examine hair and scalp	Steady chair Cape over back of chair Sanitary implements Personal injury Allergic reaction to patch test Protect clothing, hands/stains, allergy Protect eyes/splashing, fumes Scalp irritation, eruption
DECISIONS	**CUES**	**ERRORS**
Determine how much material to mix Determine texture, porosity, elasticity, condition Determine if correct color	Formula: tint or bleach How fast color/bleach develops. Presence of foreign elements Pleased patron, proper contrast (skin, eyes)	Waste material, wrong formula Not able to judge hair condition, discolora- Incorrect timing and lighting

(TASK STATEMENT) GIVE A STRAND TEST (TINT OR BLEACH)

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: geometric – linear Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing/observing	Color development (reds, golds, yellows)	Visual analysis Making judgements
Talking	Ask patron's opinion	Terminology/general vocabulary

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(TASK STATEMENT) GIVE A PATCH TEST

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Record card Safety glasses Talcum powder Gloves Patron	Wash innerfold of elbow or behind ear with soap and water Dry Prepare test solution (manufacturer's instruction) Apply test solution to area Allow to dry Examine area in twenty-four hours	Protect hands/stains, allergy Protect eyes/splashing, fumes

DECISIONS	CUES	ERRORS
Determine spot Determine color to be used Determine negative or positive reaction	Sensitive area Same tone as to be used Itching, burning, swelling, reddening, eruption, abnormal reaction	Careless, wrong place Too light, wrong product Not recognizing allergic reaction

(TASK STATEMENT) GIVE A PATCH TEST

SCIENCE	MATH – NUMBER SYSTEMS
Hypersensitivity (aniline derivative) Federal Food, Drug and Cosmetic Act	Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing	Reaction to test	Visual analysis
Talking	Ask if any itching, etc.	Clarity of expression Terminology
Touching	Place where patch test was given	Size, shape, temperature

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(TASK STATEMENT) APPLY A VIRGIN TINT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Gloves Record card Safety glasses Talcum powder Patron	Patch test Select color Strand test Section hair Vaseline at hairline Apply to hair shaft ½" to 1" from scalp and 1" from ends Develop color ½ and apply to scalp area and hair ends Rinse and shampoo Remove stains Apply neutral rinse Make out record card	Steady chair Cape over back of chair Sanitary implements Protect clothing, hands/stains, allergy Protect eyes/splashing, fumes

DECISIONS	CUES	ERRORS
Determine application directly to scalp or ½" to 1" away	Slight or complete color change	Uneven color, hair damage
Determine use of filler	Streaked or damaged hair	Uneven color, hair damage
Determine how often to test for color	Texture, porosity, elasticity, condition	Uneven color, hair damage

(TASK STATEMENT) APPLY A VIRGIN TINT

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization Sanitation – Chemical disinfection Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: geometric – linear Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) APPLY PERMANENT TINT RETOUCH

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Gloves Record card Safety glasses Talcum powder Comb Timer Clips Tint comb Shampoo Patron	Examine hair and scalp Read tint record card Get materials Shampoo Dry thoroughly Read manufacturer's instructions Put on safety glasses Put on gloves Mix tint (manufacturer's instructions) Part hair, four equal sections Outline parts Apply tint to new growth Check application (hairline, entire head) Set timer Strand test root area Apply to strand Set timer Test for color Rinse, shampoo and condition	Steady chair Cape over back of chair Sanitary implements Protect clothing, hands/stains, allergy Protect eyes/splashing, fumes Scalp irritation, eruption Do not rub or massage scalp during application Metallic dyes Eyes and ears Do not save tint mixed with developer

DECISIONS	CUES	ERRORS
Determine if shampoo is necessary	Badly soiled, coated	Waste time, unnecessary shampoo irritate scalp
Determine where to start application	Where it is most grey, most resistant, crown area	Uneven color
Determine timing	Strand test, record card, patron complaint	Uneven color, hair damage
Determine color development	Grey is/is not covered	Uneven color
Determine color application to entire strand	Overporous ends	Uneven color, hair damage
Determine number of times to shampoo after tint	Tint left on hair and scalp	Hair and scalp damage, ruin clothing
Determine condition of hair	Touch, texture, porosity	May remove delicate tints, uneven color, hair damage

(TASK STATEMENT) APPLY PERMANENT TINT RETOUCH

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Tint record	Terminology, spelling, penmanship, clarity
Reading	Time, manufacturer's instruction	Comprehension, terminology
Seeing	Tint developed, hair and scalp are clean	Visual analysis
Listening	Directions to patron	Concentration, notes
Touching	Condition of hair	Texture, porosity

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(TASK STATEMENT) PREPARE AND APPLY TEMPORARY COLOR RINSE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Brush Comb Cotton swab Applicator bottle Glass or plastic bowl Gloves Timer Patron	Read manufacturer's instructions Get materials Mix rinse Apply rinse Time Rinse or leave on	Eyes and ears

DECISIONS	CUES	ERRORS
Determine color	Patron's preference Operator's decision	Wrong color or application
Determine manner of application	Product used	Failure to read manufacturer's instructions
Determine time	Manufacturer's instructions	Failure to read manufacturer's instructions

(TASK STATEMENT) PREPARE AND APPLY TEMPORARY COLOR RINSE

SCIENCE	MATH – NUMBER SYSTEMS
Chemistry as applied to cosmetics Properties of mixtures (emulsions, suspension, solutions) Certified colors	Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking Observing	Patron's preference, operator's opinion Discoloration of hair	Terminology/general vocabulary Making judgements

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(TASK STATEMENT) PREPARE AND APPLY SEMI-PERMANENT COLOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Color Brush Comb Applicator bottle and cap Glass or plastic bowl Plastic cap Gloves Talcum powder Timer Neutral rinse Record card Patron	Read manufacturer's instructions Shampoo and towel dry Gloves Apply tint Plastic cap Time, test for color Remove color Neutral rinse Fill out record card	Eyes and ears Twenty-four hour predisposition test Protect from stains/gloves

DECISIONS	CUES	ERRORS
Determine use of plastic cap Determine pre-shampoo	Manufacturer's instructions Manufacturer's instructions, coated hair	Waste time, ineffectual penetration Waste time, ineffectual penetration

(TASK STATEMENT) PREPARE AND APPLY SEMI-PERMANENT COLOR

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring Chemistry as applied to cosmetics Properties of mixtures (emulsions, suspension, solutions) Certified colors	Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) PREPARE AND APPLY A VIRGIN BLEACH

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Lightening agent Measuring glass or cup Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Record card Safety glasses Talcum powder Gloves Patron	Patch test (toner) Decide how much to lighten Choose correct hightener Examine hair and scalp Strand test Section hair Prepare bleach (manufacturer's instructions) Apply bleach ½" to 1" from scalp Time Test for color Remove excess bleach Apply to entire strand Time, test for color Remove lightener Examine hair and scalp Fill out record card Proceed with toner	Steady chair Cape over back of chair Sanitary implements Protect clothing, hands/stains, allergy Protect eyes/splashing, fumes Do not comb lightener through hair Dripping or running bleach Test for metallic salts Read manufacturer's instructions Towel wet with bleach on skin

DECISIONS	CUES	ERRORS
Determine gold, yellow, pale yellow stage	Patron's preference, operator's decision, color of toner	Toner will not penetrate if hair is not porous enough
Determine type of bleach	Pigment in patron's hair	Too gold or drab
Determine presence of metallic dye, time of bleach, toner to use, patron's physical condition	Streaked hair, coated hair, condition of hair	Discoloration, damaged hair, damage to scalp
Determine time bleach stays on	Strand test	Hair will be damaged or break if bleach is on too long
Determine condition of hair and scalp after bleach, prior to toner	Hair breakage, scalp irritation, scalp abrasions, eruptions	Discoloration, damaged hair, damage to scalp

(TASK STATEMENT) PREPARE AND APPLY A VIRGIN BLEACH

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization Sanitation – Chemical disinfection Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: geometric – linear Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) PREPARE AND APPLY BLEACH RE-TOUCH

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Lightening agent Measuring glass or cup Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Record card Safety glasses Talcum powder Gloves Patron	Read record card Patch test (toner) Decide how much to lighten Choose correct lightener Examine hair and scalp Strand test Section hair Prepare bleach (manufacturer's instructions) Outline parts Apply bleach, 1/8" sections Time Test for color Apply to strand if necessary Remove bleach Examine hair and scalp Fill out record card Proceed with toner	Steady chair Cape over back of chair Sanitary implements Protect clothing, hands/stains, allergy Do not comb lightener through hair Dripping or running bleach Test for metallic salts Read manufacturer's instructions Towel wet with bleach on skin

DECISIONS	CUES	ERRORS
Determine gold, yellow, pale yellow stage	Patron's preference, operator's decision, color of toner	Toner will not penetrate if hair is not porous enough
Determine type of bleach	Pigment in patron's hair	Too gold or drab
Determine presence of metallic dye, time of bleach, toner to use, patron's physical condition	Streaked hair, coated hair, condition of hair	Discoloration, damaged hair, damage to scalp
Determine time bleach stays on	Strand test	Hair will be damaged or break if bleach is on too long
Determine condition of hair and scalp after bleach, prior to toner	Hair breakage, scalp irritation, scalp abrasions, eruptions	Discoloration, damaged hair, damage to scalp

(TASK STATEMENT) PREPARE AND APPLY BLEACH RE-TOUCH

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization Sanitation – Chemical disinfection Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: geometric – linear Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) PREPARE AND APPLY A TONER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Lightening agent Measuring glass or cup Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Record card Safety glasses Talcum powder Patron	Prelighten hair Examine hair and scalp Section hair Apply to scalp area Comb through strand one inch from ends Time Check for color Apply to ends Time, check for color Rinse and shampoo Remove stains Fill out record card	Steady chair Cape over back of chair Sanitary implements Protect clothing, hands/stains, allergy Do not comb lightener through hair Dripping or running bleach Test for metallic salts Read manufacturer's instructions Towel wet with bleach on skin Protect eyes/splashing/fumes

DECISIONS	CUES	ERRORS
Determine condition of hair and scalp after bleach, prior to toner Determine porosity of ends	Hair breakage, scalp irritation, scalp abrasions, eruptions Limp, coarse, discolored	Discoloration, damaged hair, damge to scalp Applying toner to ends too soon, discoloration, damage

(TASK STATEMENT) PREPARE AND APPLY A TONER

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization Sanitation – Chemical disinfection Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: geometric – linear Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) PREPARE AND APPLY A FROSTING

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		STEPS	SAFETY – HAZARD
Neck strip	Record card	Analyze patron	Steady chair
Towel	Patron	Analyze hair	Cape over back of chair
Plastic		Apply frosting cap	Sanitary implements
Smock		Draw strands through holes with crochet hook	Protect hands/stain, allergy
Cape		Mix lightener, manufacturer's instructions	Protect eyes/splashing, fumes
Powder bleach		Apply lightener	Do not remove frosting cap before towel is applied
H_2O_2		Cover with plastic cap	Protect clothing
Frosting cap		Place under dryer or color machine	
Comb		Time, test for color	
Tint brush		Remove bleach	
Crochet hook		Examine hair	
Plastic cap		Apply toner	
Aluminum foil		Time, test for color	
Shampoo		Remove toner	
Toner		Remove cap	
Timer		Make out record card	
Gloves			
Talcum powder			
Glass or plastic bowl			

DECISIONS	CUES	ERRORS
Determine type of partial lightening and and method used (cap, aluminum foil), (weave)	Patron's preference: frosting, streaking, tipping, shading, painting, sun streaking, blonde on blonde, marbling, framing, flashing, moon-lighting, minking, reverse frosting, dimensional coloring, haloing	Over and underprocessing, choice of method
Determine if toner is necessary	Color, porosity, condition	Breakage, discoloration
Decide whether to use hair dryer	Condition, porosity, use of toner	Underprocess, waste time

(TASK STATEMENT) PREPARE AND APPLY A FROSTING

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology /general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) PREPARE AND APPLY A TIP OR STREAK

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON		STEPS	SAFETY – HAZARD
Neck strip	Record card	Analyze patron	Steady chair
Towel	Patron	Analyze hair	Cape over back of chair
Plastic		Section strands	Sanitary implements
Smock		Apply bleach to strand	Protect hand/stain, allergy
Cape		Wrap in foil	Protect eyes/splashing, fumes
Powder bleach		Time, check for color	Protect face and neck from bleach
H_2O_2		Remove foil	
Frosting cap		Rinse and shampoo	
Comb		Apply toner	
Tint brush		Time, check for color	
Crochet hook		Rinse and shampoo	
Plastic cap		Make out record card	
Aluminum foil			
Shampoo			
Toner			
Timer			
Gloves			
Talcum powder			
Glass or plastic bowl			

DECISIONS	CUES	ERRORS
Determine if toner is necessary	Color, porosity, condition	Breakage, discoloration
Decide whether to use hair dryer	Condition, porosity, use of toner	Underprocess, waste time

(TASK STATEMENT) PREPARE AND APPLY A TIP OR STREAK

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) REMOVE HAIR COLOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Gloves Record card Safety glasses Talcum powder Tint remover Timer Patron	Read manufacturer's instructions Shampoo/no shampoo Section Gloves Mix material Apply Strand test Heating cap/steamer/damp towel Time, test for color Shampoo Towel dry/ Tone or tint Record card	Steady chair Cape over back of chair Sanitary implements Protect clothing, hands/stains, allergy Protect eyes/splashing, fumes Handle this material with caution Material must be shampooed out or action will continue

DECISIONS	CUES	ERRORS
Determine individual problem Determine degree of success Determine heating cap, steamer, damp towel	Color build-up, drastic change Texture, porosity, elasticity, condition, degree of change Manufacturer's instructions	Not handled as individual problem Guarantee results Not reading manufacturer's instructions

(TASK STATEMENT) REMOVE HAIR COLOR

SCIENCE	MATH – NUMBER SYSTEMS
Chemistry of aniline derivative and removers Hair structure and anatomy	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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Duty K Styling Hair

1 Prepare and apply color shampoo (glamour)
2 Prepare and apply fillers
3 Prepare permanent tint
4 Analyze a facial type
5 Style shaped hair with blow dryer
6 Give a croquignole curl
7 Give a spiral curl
8 Brush predesigned curl to desired style

(TASK STATEMENT) PREPARE AND APPLY COLOR SHAMPOO (GLAMOUR)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Gloves Record card Safety glasses Talcum powder Shampoo Tint Patron	Read manufacturer's instructions Examine hair and scalp Gloves, mix material Seat patron in front of shampoo bowl Apply like shampoo Time, test for color Rinse, shampoo Record card	Eyes and ears Steady chair Cape over back of chair Sanitary implements Protect clothing, hands/stains, allergy Protect eyes/splashing, fumes Patch test
DECISIONS	CUES	ERRORS
Determine length of time and color	This is slight change (five to ten minutes) Patron's preference, operator's decision	Leave on too long

(TASK STATEMENT) PREPARE AND APPLY COLOR SHAMPOO (GLAMOUR)

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of hair Chemistry of aniline derivative	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
Seeing	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) PREPARE AND APPLY FILLERS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Gloves Record card Safety glasses Talcum powder Filler material Timer Patron	Read manufacturer's instructions Select filler Shampoo Section Gloves Mix material Apply Strand test Plastic cap, steamer, etc. Time test for color Shampoo Towel dry or dry/manufacturer's instruction Make out record card	Steady chair Cape over back of chair Sanitary implements Protect clothing, hands/stains, allergy Protect eyes/splashing, fumes Remove stains gently

DECISIONS	CUES	ERRORS
Determine color filler or reconditioner filler	Damaged, abused, overporous, streaked, discolored, hair will not hold toner	Not recognizing correct color base
Determine brown, red, gold	Damaged, abused, overporous, streaked, discolored hair will not hold toner	Not recognizing correct color base
Determine toner or tint back	Patron complaint, damaged, abused, overporous streaked, discolored hair will not hold toner	Not recognizing correct color base

(TASK STATEMENT) PREPARE AND APPLY FILLERS

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy of hair pH (potential hydrogen)	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Talking	Patron's preference, complaint, operator's decision	Terminology/general vocabulary, sales technique
Writing	Record card	Terminology, spelling, clarity
Reading	Manufacturer's instructions	Definition, terminology, instructions
	Special problems with color	Visual analysis, logic

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(TASK STATEMENT) PREPARE PERMANENT TINT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Tint Developer Plastic applicator bottle and cap Glass or plastic bowl Tint brush Talcum powder Record card Safety glasses Talcum powder	Examine hair and scalp Read tint record card Get materials Read manufacturer's instructions Put on safety glasses Put on gloves Mix tint (manufacturer's instruction)	Protect hands/stain, allergy Protect eyes/ splashing, fumes

DECISIONS	CUES	ERRORS
Determine applicator bottle or bowl and tint brush	Type of job	Waste time Poor results
Determine type of developer	Kind of tint	Waste time Poor results
Determine how much tint to prepare	Manufacturer's instructions, type of job	Waste time Poor results
Determine when to prepare tint	When patron is ready	Tint weakens Waste time Poor results

(TASK STATEMENT) PREPARE PERMANENT TINT

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) Anatomy of hair (composition, division) Histology of skin Chemistry of hair coloring	Measurement: non-geometric – time, liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Listening Writing	Manufacturer's instructions Directions of instructor Tint record card	Comprehension/terminology Concentration/note taking Terminology, spelling, clarity

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(TASK STATEMENT) ANALYZE A FACIAL TYPE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Comb Brush Cape Mirror Patron	Assemble supplies Wash and sanitize hands Apply neck strip and cape Comb and brush hair Study front view of head Study profile of head (sideview) Study back view of head Study characteristics in features - perfect and imperfect features defects and blemishes Body structure, posture and poise Continue with proper service	

DECISIONS	CUES	ERRORS
How to style hair	Unattractiveness of facial features	Hairstyle not suitable for patron's features

(TASK STATEMENT) ANALYZE A FACIAL TYPE

SCIENCE	MATH – NUMBER SYSTEMS
Hair styling	Basic Geometric Skills and Concepts – Determination of area and volume and cylinders, Determination of altitude, area and volume of a right circular cone, Geometric constructions

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Seeing definite face shapes	Accenting good features and playing down unattractive features

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(TASK STATEMENT) STYLE SHAPED HAIR WITH BLOW DRYER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb, brush Shampoo Hair rinse Blow dryer Round brush Curling iron Litmus paper Pencil Liquid test (pH) Microscope Patron	Have patron change into smock Seat patron Check condition of hair (pH) Examine hair and scalp Brush and comb hair Select materials and supplies Wash and sanitize hands Sanitize shampoo bowl Turn collar in Remove all jewelry Apply neck strip/towel/plastic Secure cape Adjust water temperature and volume Rinse and apply second shampoo Rinse and apply after-rinse Towel dry hair Set patron near electric outlet Plug in blow dryer in outlet Insert round brush in hair (always starting at	Personal injury

DECISIONS	CUES	ERRORS
Hair cut style Condition of hair	Shape of hair cut Dry brittle hair	Leaving hair too wet before using blow dryer Burning patron

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(TASK STATEMENT) STYLE SHAPED HAIR WITH BLOW DRYER (con't.)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
	scalp) at nape area rolling brush in direction of hair style with air from blower on brush continue to crown blow dry sides blow dry top and bang area Use curling iron if necessary Clean up and sanitize	

DECISIONS	CUES	ERRORS
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(TASK STATEMENT) STYLE SHAPED HAIR WITH BLOW DRYER

SCIENCE	MATH – NUMBER SYSTEMS
Structurally competent (pH 4.5 to 5.5) Anatomy of hair pH (potential hydrogen) of shampoos Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alconol (55% – 99% concentration) Bacteriology (sanitation) Chemistry – structure of oils Chemical composition of soaps Properties of inverted soaps Spreadability of shampoo Surface tension (wetting agents)	Basic Geometry Skills and Concepts Determination of area and volume and cylinder Determination of altitude, area and volume of a right circular cone Geometric constructions

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Observing condition of hair, patron hair damaged, abused hair	Visual analysis, accuracy
Touching	Text for elasticity, porosity and texture, performing manipulations	Making judgements/inferences, use of pressure, movement
Reading	Testing for pH factor	Comprehension, definition, numbers, terminology, instructions
Talking	Explain problem to patron Patron asks your opinion	Terminology/general vocabulary, persuasion and sales technique, logic, gestures, facial expression, poise, usage, making judgements
Speaking	Telling patron just which service is to be given	Clarity of expression
Listening	Patron preference	Recognize opinions

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(TASK STATEMENT) GIVE A CROQUIGNOLE CURL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb, brush Shampoo Hair rinse Press comb Cream Clips Dualls Curling devices Patron	Give preservice according to the decisions Section hair for style Insert curler at end of hair strand and roll down toward scalp to decided distance from scalp Curl secured as desired	Steady chair Cape over back of chair Sanitary implements Protect clothing/skin Disease and breakage Scalp irritation Water on floor Water too hot, too cold Eyes and ears Burning skin and hair Chemically treated hair
DECISIONS	**CUES**	**ERRORS**
Magnetic rollers Curling irons Clippies	Wet set Dry set	Weak curls resulting in loss of hair set

(TASK STATEMENT) GIVE A CROQUIGNOLE CURL

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) pH (potential hydrogen) of shampoos Chemistry – structure of oils Chemical composition of soaps Properties of inverted soaps Spreadability of shampoo Surface tension (wetting agents) Anatomy and structure of hair – texture of hair Histology of skin Cosmetic chemistry – composition of creams (moisture vs. non-moisture)	Measurement: non-geometric – liquid Fundamental Operations (calculation)-addition, subtraction, multiplicatio and division algorithms Rationals

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Telling patron just which service is to be given	Clarity of expression
Listening	Patron's preference	Recognize opinions
Touching	Performing manipulations, degree of smoothness	Making judgements, use of pressure, movement
Talking	Patron asks your opinion	Making judgements
Observing	Patron has damaged, abused hair, noticing straightness, noticing physical change	Visual analysis

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(TASK STATEMENT) GIVE A SPIRAL CURL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb, brush Shampoo Hair rinse Press comb Cream Clips Dualls Curling devices Patron	Have patron change into smock Seat patron Select materials and supplies Wash and sanitize hands Turn collar in Remove all jewelry Apply neck strip/towel/plastic Secure cape Sanitize shampoo bowl Examine hair, brush hair Adjust water temperature and volume Rinse and apply shampoo Apply manipulations Rinse hair and apply second shampoo Rinse and apply after-rinse Rub light cream through hair Dry under the dryer brushing at certain intervals Comb hair and section into four sections Adjust heating unit Apply pressing cream	Steady chair Cape over back of chair Sanitary implements Protect clothing - skin Disease and breakage Scalp irritation Water on floor Water too hot, too cold Eyes and ears Chemically treated hair Personal injury Burning skin and hair

DECISIONS	CUES	ERRORS
Magnetic rollers	Wet set	Weak curls resulting in loss of hair set
Curling irons, clips	Dry set	Weak curls resulting in loss of hair set
Service to be given	Bleach, color, permanent wave, relaxer, shampoo	Ruin clothing, personal injury, unsanitary
Type of shampoo	Bleached, tinted, toned, permanent waved, chemically relaxed, damaged	Breakage and irritation
Type of rinse	Medicated (dandruff), damaged, oily, reconditioning	Breakage, relaxed set, aggravate condition
Brush, comb before shampoo	Bleached, tinted, toned, permanent waved, chemically relaxed, damaged	Breakage and irritation
Amount of pressure used on hair	Texture of hair	Incomplete relaxation, burning hair and breakage
Does patron have loose or tight scalp	Pressure test (test scalp with balls of fingers)	Loose scalp/drawn into press, tight scalp/no

(TASK STATEMENT) GIVE A SPIRAL CURL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
	Bisection section starting at crown Insert press comb Press hair Roll hair from scalp to end Secure curl with choice of clip Style as desired	

DECISIONS	CUES	ERRORS
		curl at scalp

(TASK STATEMENT) GIVE A SPIRAL CURL

SCIENCE	MATH – NUMBER SYSTEMS
Sterilization – Chemical disinfection Sanitation Properties of: Quats (quaternary ammonium compound) Formalin (formaldehyde gas in H_2O) Alcohol (55% – 99% concentration) Bacteriology (sanitation) pH (potential hydrogen) of shampoos Chemistry – structure of oils Chemical composition of soaps Properties of inverted soaps Spreadability of shampoo Surface tension (wetting agents) Anatomy and structure of hair – texture of hair Hsitology of skin Cosmetic chemistry – composition of creams (moisture vs. non-moisture)	Measurement: non-geometric – liquid Fundamental Operations (calculation) – addition, subtraction, multiplication and division algorithms Rationals

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Telling patron just which service is to be given	Clarity of expression
Listening	Patron's preference	Recognize opinions
Touching	Performing manipulations, degree of smoothness	Making judgements, use of pressure, movement
Talking	Patron asks your opinion	Making judgements
Observing	Patron has damaged, abused hair, noticing straightness, noticing physical change	Visual analysis
Reading	Manufacturer's instructions on press iron	Comprehension

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(TASK STATEMENT) BRUSH PREDESIGNED CURL TO DESIRED STYLE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Neck strip Towel Plastic Smock Cape Comb, brush Shampoo Hair rinse Press comb Cream Clips Dualls Curling devices Patron	Have patron change into smock Seat patron Select materials and supplies Wash and sanitize hands Turn collar in Remove all jewelry Apply neck strip/towel/plastic Secure cape Adjust water temperature and volume Rinse hair and apply shampoo Rinse and apply second shampoo Rinse and apply after-rinse Rub light cream through hair Dry under the dryer brushing at certain intervals Comb hair and section into four sections Insert roller at scalp area Roll hair from scalp to ends Secure curl with choice of clips	Unnecessary roughness

DECISIONS	CUES	ERRORS
Back combing Brush technique	Mobility desired Smoothness	Hair combed out wet

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(TASK STATEMENT) BRUSH PREDESIGNED CURL TO DESIRED STYLE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
	Style as desired Be sure hair is completely dry Brush hair in direction of hair set from scalp to end of hair removing roller tracks Back comb and complete style	

DECISIONS	CUES	ERRORS

(TASK STATEMENT) BRUSH PREDESIGNED CURL TO DESIRED STYLE

SCIENCE	MATH – NUMBER SYSTEMS
Basic hair structure	Measurement: non-geometric – liquid Fundamental Operations (calculation) – addition, subtraction, multiplication and division algorithms Rationals

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Viewing Touching	Height, volume, smoothing Placing curls in position	Elevation levels Finger dexterity

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Duty L Caring for a Wig

1 Measure a customer for a wig
2 Order wig/hairpieces
3 Repair a wig or hairpiece
4 Cut a wig or hairpiece
5 Style a wig or hairpiece
6 Clean a human hair wig or hairpiece
7 Condition a human hair wig or hairpiece

(TASK STATEMENT) MEASURE A CUSTOMER FOR A WIG

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Measuring tape Hair pins Bobby pins Cape Comb Brush Patron	Brush the hair down smoothly and pin as flat as possible Measure from hairline at middle of forehead around the head above the ears, to back of head and then to starting point Measure from hairline at middle of forehead over top to nape of neck Measure ear to ear across forehead Measure ear to ear over top of head Measure across the crown, temple to temple Measure the width of nape line across nape of neck	Incorrect measurements/wrong size wig

DECISIONS	CUES	ERRORS
Determine the size	Measurement of head	Measure improperly

(TASK STATEMENT) MEASURE A CUSTOMER FOR A WIG

SCIENCE	MATH – NUMBER SYSTEMS
	Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing	Taking the measurements	Visual analysis
Touching	Taking the measurements	Size, making judgements

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(TASK STATEMENT) ORDER WIG/HAIRPIECES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Record cards Measuring tape Envelope for hair samples Patron	Measure head Brush the hair down smoothly and pin as flat as possible Measure from hairline at middle of forehead around the head above the ears, to back of head and then to starting point Measure from hairline at middle of forehead over top to nape of neck Measure ear to ear across forehead Measure across the crown, temple to temple Measure the width of nape line across nape of neck Cut hair sample off clean hair Specify quality of hair Determine length of hair Determine type of hair part and hair pattern Record two copies of above information Send one copy to wig dealer	Time loss/wrong shade ordered/wrong wig

DECISIONS	CUES	ERRORS
Determine color wig Determine length of wig Determine quality of wig/synthetic or human	Patron preference Patron preference Patron preference	Wrong color Wrong length Wrong wig

(TASK STATEMENT) ORDER WIG/HAIRPIECES

SCIENCE	MATH – NUMBER SYSTEMS
Hair structure and anatomy	Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Color, quality, cost, length, type of part or pattern style	Description – accurate
Listening	Patron preference	Discrimination between important and unimportant information
Writing	Records	Descriptions – accurate
Seeing/observing	Color, quality, length, type of part or pattern style	Accuracy, making judgements/inferences

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(TASK STATEMENT) REPAIR A WIG OR HAIRPIECE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Needle Thread Netting Canvas (light weight) Scissors Long hair strands Wig or hairpiece	Determine kind of wig (wefted or hand-tied) Examine the problem Select materials to fit the problem Repair a hole in a hand-tied wig Place a net on inside of wig and sew on outer and inner edge Knot hair strands to netting Repair a wefted wig by sewing weft into wig base Reduce wig size by tucking and sewing bulk areas Enlarge a wig by adding on netting or canvas	Ruining wig if wrong measurements are taken

DECISIONS	CUES	ERRORS
Determine amount of base to remove if too large a wig Determine amount of hair to knot on netting	Bulkiness in wig Match other areas of wig or hairpiece in texture of hair and thickness	Not removing enough Removing too much Repaired area does not match other part of wig

(TASK STATEMENT) REPAIR A WIG OR HAIRPIECE

SCIENCE	MATH – NUMBER SYSTEMS
Structure and analysis of hair	Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing/observing Touching Listening	Bulkiness of wig, hole to be repaired Texture of hair, excessive base Complaints of customer	Visual analysis, making a judgement Making judgements, decision making Discrimination between important and unimportant information

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(TASK STATEMENT) CUT A WIG OR HAIRPIECE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Wig Scissors Clips Patron or linen block	Section wig in six parts with a two inch guideline around the wig Cut guideline to the desired length Drop hair down in layers and cut to same length as guideline Pick up a strand of guideline with hands arched at a 45° angle, cut into longer hair Proceed with a sweeping upward motion Hairpiece proceed from 1" guideline same as above	Cutting the wig too short
DECISIONS Determine length of hairpiece or wig Determine style of wig or hairpiece	**CUES** Patron's preference Patron and operator confer	**ERRORS** Too short, cutting too close to base Improper selection of style

(TASK STATEMENT) CUT A WIG OR HAIRPIECE

SCIENCE	MATH – NUMBER SYSTEMS
Anatomy and structure of hair	Measurement: geometric – linear

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Observing	Length of hair and style of wig, how it looks on patron	Visual perception, making judgements
Listening	Patron complaint	Recognize opinions

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(TASK STATEMENT) STYLE A WIG OR HAIRPIECE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Comb Brush Setting lotion Linen block Clips Rollers Wig or hairpiece Patron	Clean wig Place about three ounces of non-flammable liquid cleanser in ceramic bowl Place wig or hairpiece upside down and swirl in counterclockwise and clockwise swirling motion Clean edges and inside of foundation with large cotton ball Place wig or hairpiece on linen block immediately following measurements of patron's head, pin securely Wet hair, apply setting lotion Style as you would a head of hair except at hairline Set hairline of wig in tape or pincurls to allow hair to hug face and neck Set hairpiece (chignon type) in few rollers as possible Brush when dry, comb/tease to please patron	Wig damage/rough treatment

DECISIONS	CUES	ERRORS
Determine style of wig	Length of hair and patron's features	A hard finished look (too wiggy)

(TASK STATEMENT) STYLE A WIG OR HAIRPIECE

SCIENCE	MATH – NUMBER SYSTEMS
Hair structure and analysis	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Seeing/observing Listening	Style hair to suit patron Opinion of patron as to style	Making judgements Recognize opinions

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(TASK STATEMENT) CLEAN A HUMAN HAIR WIG OR HAIRPIECE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Non-flammable liquid cleanser Large ceramic bowl Cotton Linen block T-pins Wide tooth comb Towel Wig	Place about three ounces of non-flammable liquid cleanser in ceramic bowl Place wig or hairpiece upside down and swirl in counterclockwise and clockwise swirling motion Clean edges and inside of foundation with large cotton ball Place wig or hairpiece on linen block immediately - following measurements of patron's head Pin securely Dry Set and style	Hair loss/care in combing or brushing Hair matting/never rub or wring Hair coming through base (turning inside out/never use up and down motion when cleaning Wig shrinkage or stretching
DECISIONS If the hair is synthetic or human	**CUES** Give it the burn test	**ERRORS** Synthetic hair use liquid shampoo Human hair liquid/dry shampoo

(TASK STATEMENT) CLEAN A HUMAN HAIR WIG OR HAIRPIECE

SCIENCE	MATH – NUMBER SYSTEMS
Structure and anatomy of hair	Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Seeing	Feeling the hair texture Examine texture of hair	Making judgements, perception Visual analysis

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(TASK STATEMENT) CONDITION A HUMAN HAIR WIG OR HAIRPIECE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	STEPS	SAFETY – HAZARD
Squeeze bottle Towel Canvas head Comb T-pins Conditioner Wig	Clean wig or hairpiece Place about three ounces of non-flammable liquid cleanser in ceramic bowl Place wig or hairpiece upside down and swirl in counterclockwise and clockwise swirling motion Clean edges and inside of foundation with large cotton ball Place wig or hairpiece on linen block immediately following measurements of patron's head, pin securely Pick out correct conditioner Read manufactuer's instructions Squeeze out conditioner through nozzle on wig Distribute evenly with large comb Leave on for suggested time Rinse if suggested by manufacturer Set if necessary	Handle wig carefully

DECISIONS	CUES	ERRORS
Kind of conditioner to use on the wig	Condition of wig	If too much creme conditioner is used, hair will not hold set

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(TASK STATEMENT) CONDITION A HUMAN HAIR WIG OR HAIRPIECE

SCIENCE	MATH – NUMBER SYSTEMS
Structure and anatomy of hair	Measurement: non-geometric – liquid

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching Observing Reading	Feel damage Degree of hair damage Label directions	Perception, making judgements Visual analysis Instructions

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